

Date: _____

To,
The Chief Medical Officer,
Port Authority Hospital
Wadala (East), Mumbai – 400 037.

Respected Sir / Madam,

This is to inform you that my spouse Mr./ Mrs. _____ is not employed and/or not in receipt of medical facilities from anywhere else. In future, if he/she gets employed and/or gets medical facilities from anywhere else, I will inform you accordingly.

The above said information is true to the best of my knowledge and if anything found wrong. I will be liable for disciplinary action.

Yours faithfully,

Name of the employee : _____

Designation : _____ M.A.R. No.:E/RE/ _____

Section: _____ Dept.: _____ Phone No. _____