

Date:

To,
The Chief Post Master General
O/o the Chief Post Master General,

_____ Circle,

Sub.: Release of Special Cover & Special Cancellation on the occasion of _____

Respected Sir,

_____ (name of organization) wishes to release a Special Cover with Special Cancellation to mark the occasion _____>

We provide the required details for sanction of Special Cover and Special Cancellation.

1. Proposed date of Issue : _____
2. Proposed Design of Special Cover: _____ (Short description of design)
3. Proposed Design of Special Cancellation: _____(Short description of cancellation design)
4. Name of the post office and venue from where the Special Cancellation is to be provided: _____.
5. Quantity: _____.

Proposed designs of Special Cover and Special Cancellation are enclosed herewith for your ready reference and approval.

We hereby request you to approve our proposal and sanction the Special Cover, and Special Cancellation submitted by us at an earliest.

Thanking you.

Yours faithfully,

Forwarded through: Postmaster General, o/o Postmaster General, _____ Region,