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**To whom It May Concern**

This certifies that ‘Name of concerned person’, Son/daughter of ‘Name of Parents/Guardian’ was born on ‘Date of Birth’, in ‘City, Country’. S/he has been confirmed to be a resident of ‘City, Country’ and have received their education from ‘Name of local institute’ in ‘Dates of attendance'.

We verify that ‘Name of concerned person’ is the citizen of ‘Name of City, Country’ and have never been involved in any legal cases, according to the legal code of conduct of ‘Name of the country’.

The particulars are given below  
  
Applicant Name(first):

Last Name:   
  
Date of Birth:  
  
Country of Birth:  
  
Nationality:

Confirmation authority:  
  
Designation:  
  
Name & Signature:

**5432 Any Street West, Townsville, State 54321**

**555.543.5432 ph 555.543.5433 fax**

**wordexceltemplates.com**