

.....  
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.....  
Date.....

Chief Executive Officer  
Clarendon Municipal Corporation  
3 Sevens Road,  
May Pen P.O.  
Clarendon.

Sir,

I ..... hereby make an application for a certified  
copy of my building plan/ subdivision that was approved on .....

The property is located at .....  
.....

I can be contacted at .....

Thank you for your kind consideration.

Yours Faithfully,

.....

