

DRAFT LETTER FOR DEPOSITION OF RETIRED OFFR'S IDENTITY CARD (ROIC)
(To be sent to Local Naval Unit/ Unit from where I Card was issued)

From
Name Address, Mobile No. Email ID
Date

To,
The Commanding Officer/ Officer-in-Charge
(for Regulating Officer)

SUBJECT: DEPOSITION OF RETIRED OFFR'S IDENTITY CARD (ROIC)

Sir,

1. I regret to inform you that my husband/ father, _____ has expired on _____ at _____ due to _____. His Death Certificate No. _____ issued by _____ dated _____ is enclosed for ready reference.

2. I am enclosing the retired officer's identity card issued in respect of _____. The details' of his identity card are identity card No _____, date of issue _____, issued by _____.

3. You are requested to kindly destroy the card and give me a copy of the destruction certificate for my records. Action may be taken at your end to info the issuing authority accordingly.

4. Thanking you in anticipation.

Yours sincerely,

Signature of NOK
Name _____
Relation _____

Date _____

Encl: As above