

# COVER LETTER

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[Insert your address and telephone number/ cellular number]

[Insert the date]

Department of International Relations and Cooperation (DIRCO)  
Attention: Legalisation Section  
OR Tambo Building  
460 Soutpansberg Road  
Rietondale  
PRETORIA  
0084

Dear Sir / Madam

## **LEGALISATION OF OFFICIAL (PUBLIC) DOCUMENTS**

Kindly legalise the attached documentation for use in .....  
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My e-mail address in order to forward the e-mail notification is: .....  
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Sincerely,

[Signature]

..... [insert name/surname]