

<Applicant Name>  
<Applicant Address>  
<City, State, Zip Code>

<Date>

<Issuing Authority's Address>  
<City, State, Zip Code>

**Subject: Request to issue Birth Certificate**

Dear Sir/Madam,

Kindly treat this letter as a formal request to issue my birth certificate's certified copy. I would request you to send it to my above address. A copy is required for applying for my passport. Also find the relevant details, which can help you to locate the document.

Name and Gender: <Applicant Full Name mentioned on the birth certificate and Gender: Male>

Name of Father: <Father's Full Name>

Name of Mother : <Mother's Full Name>

Maiden Name of Mother: <Mother's Maiden Name>

Date of Birth: <Date>

Birth Place: <Hospital Name>, <Hospital Address><City><State>

Kindly find enclosed a certified check amounting to <Fee Amount>. You can reach me at <Applicant Email Id> or <Phone Number>. I can be contacted in case there is any requirement for further information or you have any other queries.

Yours sincerely,

<Signature of Applicant>  
<Printed Name of Applicant>