To : <Authority Name>  
<Name of Department>  
<Address of Department>

Subject: Request for a copy of the birth certificate

Respected Sir/Madam

Please consider this letter as an application for the issuance of a birth certificate copy for my daughter. We require this copy of the birth certificate to apply for her passport.

I would thereby urge you to issue me the certificate as soon as possible at the address mentioned below. Also, mentioning her relevant details for your convenience.

Name of child <Child Name>

Age of child <Age>

Gender: Female

Name of Father <Father’s Full Name>

Name of Mother <Mother’s Full Name>

Birth Place < Full address of birth place>

Kindly oblige me by looking into my request. It is for your necessary action and kind information.

Yours sincerely,

<Name of Applicant>

<Address of Applicant>

<Contact Number of Applicant>