

Dear Issuance Authority,

My daughter <Name of daughter> was born around <Time> on <Date>. The child's birth took place in your hospital <Hospital Name, Hospital Address>.

I recently tried to apply for insurance coverage and add my daughter to the plan. However, I am unable to find my copy of her birth certificate. I apprehend that I have misplaced my child's birth certificate.

I would hereby request you to issue a new copy and have it delivered to my home address <Home Address>.

In case you have any further queries related to my request on the issue, I can be contacted on all days of the week at <Applicant's contact Number>.

Sincerely,

<Applicant Name>