

To,
The <Relevant Issuing Authority>,
<Hospital Name>,
<Hospital Address>

Re: Request to Issue Birth Certificate of Newborn <Name>

Dear Sir/Madam,

This application letter is to intimate you that my son <Sons Name> was delivered on <Date> at your esteemed hospital. Kindly treat this letter as a request to issue the birth certificate of my child <child name>. The birth certificate should have details of his date of birth such as mother and father's name, his date, and time of birth among others.

I need it for the application of his passport as we will be flying out of the country soon. I also require the certified document for getting the issuance of his Address/Identity proof done.

I would be greatly obliged for your help and support in this matter.

Yours sincerely,

<Signature of father and supplicant>
<Full Name of Father>
<Father's Identification Number>
<Full Name of Father>
<Father's Contact Number>

PS- Kindly find the following documents enclosed:

1. Father Address/ID Proof of Newborn
2. Mother Address/ID Proof of Newborn
3. Any other applicable document