

To,

<Issuance Authority>

<Address of Issuance Authority>

Re: Request to issue a birth certificate copy

Dear Sir/Madam,

With due regards, I would like to mention that my name is <Full Name>. Kindly treat this letter as an application to issue my birth certificate copy.

I would also like to provide some other details to help you in locating my record. I live in <Residential Address> and need to submit my birth certificate's copy at <State the purpose/Higher education>. Here are the details mentioned in my original certificate:

<Name>

<Name of Parents/Guardian>

<Full Address>

<Registration Number for my Birth Certificate>

I would hereby request you to please issue a copy of my birth certificate as soon as possible. I will be highly obliged for the issuance of the same.

Thanks,

<Applicant's Signature>

<Applicant's Name>

<Applicant's Address>