

<Date>

<Name of Registration Authority>

<Name of Institute>

<Address of Institute>

Re: Request for Birth Certificate

Respected Sir/Madam,

I would respectfully like to state that my child was delivered at the <Clinic Name/Hospital Name> yesterday. I am writing to you to kindly register the newborn, as well as, issue her official birth certificate.

I am attaching the hospital documentation with this letter. Please process this application at the earliest as I would require the birth certificate for completing the insurance document of my family.

I shall be obliged to you for the same.

Thanking you,

<Applicant Name>

<Applicant Signature>

<Applicant contact Number>