

Request Letter for a Copy of Birth Certificate

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

I am [enter name], daughter/son of [enter name] living in [enter place]. My date of birth is [enter date]. I am writing this letter to you in order to request a copy of my birth certificate. I am not sure when did I use it the last time but unfortunately could not find it in my documents now when I need it. I urgently need my certificate since I have to use it for an official purpose. Kindly issue me a copy of my birth certificate. The dues of the certificate as per the rules are enclosed with the letter. I shall be grateful if you inform me when you post the copy. My number is [123-4567-8901] Thank you!

Sincerely,

[Your Name]

[Senders Title] -Optional-