

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Letter of Consent for Birth Certificate Application

Dear [Recipient's Name],

I, [Your Full Name], am the [relationship, e.g., parent, guardian] of [Child's Full Name], born on [Child's Date of Birth] in [City, State]. I hereby give my consent for the issuance of a birth certificate for my child. I understand that the application process requires my authorization, and I affirm that the information provided is accurate to the best of my knowledge.

Please find attached the necessary identification documents and any additional forms required for processing this request.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]