

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

[Recipient Name]
[Office/Department Name]
[Office Address]
[City, State, Zip Code]

Subject: Request for Issuance of Birth Certificate

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the issuance of a birth certificate for my [son/daughter], [Child's Full Name], who was born on [Date of Birth] at [Place of Birth].

To assist in this process, I have included the necessary documents, such as:

1. A completed application form
2. A copy of my identification
3. [Any additional documents, such as proof of birth, parentage, etc.]

I would greatly appreciate your assistance in processing this request at your earliest convenience. Should you require any further information or documentation, please feel free to contact me at the above phone number or email address.

Thank you for your attention to this matter.

Sincerely,

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