

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

[Recipient Name]
[Department Name]
[Office or Organization Name]
[Address]
[City, State, ZIP Code]

Subject: Referral Letter for Birth Certificate Verification

Dear [Recipient Name],

I am writing to refer [Name of the Individual] for verification of their birth certificate. This referral is necessary for [specify purpose: identification, legal matters, etc.].

[Name of the Individual] was born on [Date of Birth] in [Place of Birth], and their birth certificate number is [Certificate Number].

Please find attached the required documentation to assist with the verification process.

Thank you for your prompt attention to this matter. Should you require any further information, please do not hesitate to contact me at the provided phone number or email address.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization] (if applicable)