

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

[Department of Foreign Affairs (DFA) Address]
[City, State, Zip Code]

Dear [Recipient's Name or "To Whom It May Concern"],

Subject: Request for Authentication of [Document Type]

I hope this letter finds you well. I am writing to request the authentication of my [specify document, e.g., birth certificate, marriage certificate, etc.], issued by [Issuing Authority], dated [Date of Document].

The details of the document are as follows:

- Type of Document: [Type]
- Date of Issuance: [Date]
- Document Number: [If applicable]
- Purpose of Authentication: [Briefly explain the purpose, e.g., for visa application, employment, etc.]

Enclosed are the following documents for your reference:

1. Original Document
2. Photocopy of the Document
3. [Any other supporting documents]
4. Payment for authentication fee

I kindly request your prompt attention to this matter. Should you require any additional information, please feel free to contact me at the details provided above.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]