

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

Subject: Request for Certificate Translation

Dear [Embassy Official's Name or "Honorable Consul"],
I hope this letter finds you well. I am writing to request the translation of a certificate that is required for [specific purpose, e.g., visa application, residency, etc.].

The details of the certificate are as follows:

- Type of Certificate: [e.g., Birth Certificate, Marriage Certificate, etc.]
- Issued by: [Issuing Authority Name]
- Date of Issuance: [Date]
- Language of Original Certificate: [Original Language]
- Language Required: [Target Language]

I kindly ask for your assistance in facilitating the translation process. I am willing to provide any additional information or documentation needed to expedite this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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