

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

[Passport Office/Authority Name]
[Office Address]
[City, State, Zip Code]

Subject: Application for Birth Certificate for Passport Purposes

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

I am writing to request a certified copy of my birth certificate, which is required for my passport application. Please find the necessary details regarding my birth below:

Full Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Place of Birth: [City, State, Country of Birth]

Parents' Names: [Father's Name] and [Mother's Name]

I have enclosed the required documents, including identification and proof of residency, along with the applicable fee for the issuance of the birth certificate.

Please let me know if there are any additional steps I need to take or if further information is needed. I appreciate your assistance in this matter.

Thank you for your attention to my request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]