

# Application for Birth Certificate

Date: [Insert Date]

To,  
The Registrar,  
[Office/Department Name],  
[Address Line 1],  
[Address Line 2],  
[City, State, Zip Code]

Subject: Application for Issuance of Birth Certificate for School Enrollment

Dear Sir/Madam,

I, [Your Full Name], am writing to request the issuance of a copy of my birth certificate. I need this document for the enrollment of my child, [Child's Full Name], at [School's Name].

Here are the details required for the issuance:

- Name of the Child: [Child's Full Name]
- Date of Birth: [Child's Date of Birth]
- Place of Birth: [Child's Place of Birth]
- Parents' Names: [Your Name] and [Other Parent's Name]

Attached are copies of necessary documents to support my application:

- Proof of identity (e.g., ID Card, Passport)
- Any relevant supporting documents (if applicable)

Thank you for considering my request. I would appreciate your prompt attention to this matter, as the enrollment deadline is approaching.

Sincerely,  
[Your Name]  
[Your Address Line 1]  
[Your Address Line 2]  
[City, State, Zip Code]  
[Your Contact Number]  
[Your Email Address]