

Letter of Application for Duplicate Birth Certificate

Date: [Insert Date]

To,

The Registrar,

[Office Name]

[Office Address]

Subject: Application for Duplicate Birth Certificate

Dear Sir/Madam,

I am writing to request a duplicate copy of my birth certificate. My name is [Your Full Name], and I was born on [Your Date of Birth] at [Place of Birth]. My birth was registered under the following details:

- Registration Number: [Registration Number]
- Father's Name: [Father's Name]
- Mother's Name: [Mother's Name]

Unfortunately, I have misplaced the original document and would like to obtain a duplicate for [reason you need it, e.g., applying for a passport, school admission, etc.].

I have attached a copy of my identification and any required documents to facilitate the processing of my request.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]