

Embassy Certified Document Request

Date: [Insert Date]

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request certification of my documents from the [Embassy Name] located at [Embassy Address]. The documents I require to be certified are as follows:

- [Document 1]
- [Document 2]
- [Document 3]

The purpose of this request is for [briefly explain the reason for certification, e.g., visa application, legal purposes, etc.].

Enclosed are copies of the documents along with any required forms and payment as per your guidelines. Please let me know if any further information or documentation is needed.

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

Sincerely,

[Your Name]