

Embassy of [Country Name]

[Embassy Address]

[City, State, Zip Code]

[Email Address]

[Date]

To Whom It May Concern,

I am writing to formally submit a copy of my birth certificate for the purpose of updating my status in your records. Below are my personal details for your reference:

- **Full Name:** [Your Full Name]
- **Date of Birth:** [Your Date of Birth]
- **Passport Number:** [Your Passport Number]
- **Nationality:** [Your Nationality]

Attached to this letter is a copy of my birth certificate as requested. Please confirm the receipt of this document and let me know if any additional information or documentation is required.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Contact Information]