

To

The District Registrar,
Births and Deaths,
District_____.

Subject: - **Request for Birth Certificate.**

Sir,

Kindly issue me_____copies of birth certificate as per particulars are given below:-

1. Date of Birth _____
2. Name of Child _____
3. Sex (Male/Female) _____
4. Place of Birth _____
5. Name of Father _____
6. Name of Mother _____
7. Permanent Address _____
8. Birth order _____

Thanking you,

Yours faithfully,

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Name _____

Address _____

Total amount of Rs._____

Receipt No._____

Dated_____