To

[The Recipient Name]

**Subject: Request for a copy of the birth certificate**

Dear Sir,

I hope you will be fine. I humbly request you provide me with a certified copy of my birth certificate. My name is Johnson, son of Anderson. I was born on [date] at [place]. My residence in Canada was [place name]. Relevant documents along with proof of residence are attached herewith.

I have recently shifted to Australia with my family in search of a better future. I was fortunate enough to get a job in a renowned taxi company, but they asked me to get my driving license first. Prior to getting the driving license, it is the prerequisite to provide the birth certificate. Unfortunately, it looks like I have lost my birth certificate because I search for it everywhere but couldn't find it.

Now, this is the situation authorities have directed me to submit my birth certificate within 15 days. Now I have no birth certificate with me there so I cannot apply for a driving license. If I am failed to provide them with this document within the stipulated period, this unique job opportunity will be lost. It is my humble request to send me the birth certificate at the earliest. I will appreciate it if you could post it well before the deadline.

I have also attached my school leaving certificate along with other relevant documents to prove my identity. Your kind cooperation will be highly appreciated in this regard.

Your positive response is being awaited anxiously.

Yours sincerely.

[NAME]  
[COMPANY]