

## Write a Letter to the Collector of your District - Example

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

Collector of [District Name]  
[Collector's Office Address]  
[City, State, Zip Code]

Dear Sir/Madam,

I am writing this letter to request your assistance in getting my son's birth certificate issued. Despite several attempts to obtain the certificate through the local authorities, we have been unsuccessful in our attempts.

My son was born on [Date] at [Hospital Name] in [City Name]. We have all the necessary documents, including the hospital birth certificate and the Aadhaar card, but we have been unable to get the official birth certificate from the concerned authorities.

I request you to look into this matter urgently and take appropriate action to ensure that the birth certificate is issued at the earliest. The certificate is essential for my son's admission to school and for various other purposes.

Thank you for your help and support.

Sincerely,

[Your Name]