

To whom it may concern.

I have been a loyal member of the church for over 40 years now. However, today I need your assistance in getting the Catholic Baptism Certificate. My son is now preparing for the Sacrament of Confirmation. And hence we would require his Catholic Baptism Certificate at the earliest.

His details are listed as under.

Son's name:

Mother's name:

Father's name:

Parish name:

Date of Birth:

Time of Birth:

Date of Baptism:

Kindly provide us with the Catholic Baptism Certificate at the earliest so that we can proceed with the Sacrament of Confirmation for our son.

Looking forward to your cooperation and coordination with regard to the same.

Yours faithfully,

Your name

Your complete address with zip code

Your contact number

Your email id