**Letter Sending Proof of Age**

Proof of age is an important document for every person. It plays an important role in almost all the official workings like insurance, bank accounts etc. It is always advised to send a covering letter while sending proof of age. It not only gives a professional feel to your document but also makes it clear that for what purpose you are sending it.

Here is a formal format for letter sending proof of age which includes all the necessary information in a very short manner. As it is a very important document so you must mention that it should be returned soon. Use the template given below to write your own letter in a professional manner.

**Sample of Letter Sending Proof of Age**

From:

Richard Moore

123 52nd Park Street

California

Date: 19th November, 2014

To:

American Insurance Corporation,  
B 15 6th Block  
Jackson Street  
California

Dear Sir,

This is in reference to your letter dated 16th November 2014. Please find my birth certificate attached with the letter as the documentary evidence in support of my age.

I request you to please return to us the original birth certificate that has been sent along with the letter at an early date.

Thanking you.

Yours sincerely,

Richard Moore