

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Office/Department Name]  
[Office/Department Address]  
[City, State, Zip Code]

Subject: Application for Birth Certificate

Dear [Recipient's Name],

I am writing to formally request a copy of my birth certificate. Below are the details required for the application:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [Your Place of Birth]
- Parents' Names: [Mother's Name] and [Father's Name]

I have attached the necessary documents and identification to process this request. Please let me know if you require any further information or additional forms.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]