

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

[Recipient Name]  
[Office of Vital Records/Relevant Department]  
[Office Address]  
[City, State, ZIP Code]

Subject: Request for Amendment of Birth Certificate

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request an amendment to my birth certificate.

Details of the Birth Certificate:

- Name at Birth: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [City, State of Birth]

Reason for Amendment:

[Provide a brief explanation of the amendment you are requesting, such as a name correction, addition of parent's name, etc.]

Attached to this letter are the necessary documents to support my request, including:

1. [List of supporting documents, e.g., government-issued ID, proof of name change, etc.]
2. [Any other relevant documentation]

I appreciate your attention to this matter and look forward to your prompt response. Should you need any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

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