

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Office of Vital Records]
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Birth Certificate Issuance

I hope this letter finds you well. I am writing to formally request the issuance of my birth certificate. Below are my details for your reference:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [City, State of Birth]
- Mother's Name: [Mother's Full Name]
- Father's Name: [Father's Full Name]

I have enclosed the necessary identification documents and the required fee of [Amount] as per the guidelines.

I kindly request that my birth certificate be processed at your earliest convenience. Should you need any more information or further documents, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]