

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Office/Department Name]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

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

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

Please let me know if there are any forms to fill out or fees associated with this request. I can provide any additional information necessary to facilitate this process.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,  
[Your Name]