

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

Subject: Request for Expedited Birth Certificate

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the expedited processing of my birth certificate. The details are as follows:

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

Due to [briefly explain reason for urgency, e.g., travel plans, medical purposes], I kindly ask that my request be prioritized. I have included the appropriate forms and payment for the expedited service.

Thank you for your attention to this matter. I appreciate your assistance and look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]