

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

Dear [Recipient's Name or Title],

I hope this letter finds you well. I am writing to inquire about the status of my birth certificate application submitted on [date of application submission].

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [Your Place of Birth]
- Application Number (if applicable): [Application Number]

I would appreciate any updates you can provide regarding this matter. Please let me know if you require any additional information to assist with my inquiry.

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

Sincerely,
[Your Name]