

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

Dear [Recipient Name],

I am writing to request a replacement for my lost birth certificate.
Below are the details related to my birth certificate:

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

Unfortunately, my original birth certificate has been lost, and I am unable to locate it despite my best efforts. To assist in processing my request, I am enclosing the required identification documents and a money order for the applicable fee.

Please let me know if you need any additional information or documentation. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,
[Your Name]