

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Department/Agency Name]  
[Department/Agency Address]  
[City, State, ZIP Code]

Subject: Request for Birth Certificate

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to formally request a copy 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 of Birth]
- \*\*Parents' Names:\*\* [Mother's Full Name and Father's Full Name]

Please let me know if you require any additional information or documentation to process my request. I have included a copy of my identification for your verification.

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

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]