

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

Subject: Request for Birth Certificate

Dear [Vital Records Officer's Name or "To Whom It May Concern"],
I hope this letter finds you well. I am writing to request a certified copy of my birth certificate for [Your Child's Full Name], who was born on [Child's Date of Birth] at [Hospital/Location of Birth].

As the parents of [Child's Full Name], we require this document for [reason for request, e.g., school enrollment, passport application, etc.].

Please find enclosed the necessary documents to verify our identities and relationship to the child:

- Copy of parents' identification (Driver's license, Passport, etc.)
- Any additional documentation required by your office (e.g., proof of residency, marriage certificate if applicable)

We appreciate your attention to this matter and look forward to your prompt response. If there are any fees associated with this request, please let us know the total amount due.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]