

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

[Recipient's Name]  
[Office of Vital Records or Appropriate Agency]  
[Agency Address]  
[City, State, Zip Code]

Subject: Request for Birth Certificate Retrieval

Dear [Recipient's Name],

I am writing to request a copy of my birth certificate. Below are the details necessary for processing my request:

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

I have enclosed a copy of my identification [specify type of ID, e.g., driver's license, passport] and the required fee of [amount].

Please send the birth certificate to my address listed above. If you need any more information or documentation, feel free to contact me at [your phone number] or [your email address].

Thank you for your assistance in this matter.

Sincerely,  
[Your Name]