

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

Subject: Request for Birth Certificate Retrieval

Dear [Recipient's Name/ Vital Records Office],
I hope this letter finds you well. I am writing to request a copy of my birth certificate. Below are the details required for processing my request:

- Full Name at Birth: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [City, State of Birth]
- Parent's Name(s): [Mother's Full Name and Father's Full Name]

I understand there may be a fee associated with this request. Please inform me of the total amount and the accepted payment methods.

Enclosed with this letter are copies of my identification documents and any required forms.

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

Sincerely,

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