

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Office/Department Name]  
[Organization Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to request a copy of my birth certificate. Details are as follows:

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

Please let me know if any further information is required. I appreciate your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]