

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

Subject: Application for Birth Certificate

Dear Sir/Madam,

I am writing to formally request the application process for obtaining a copy of my birth certificate. Below are the details required for the application:

1. **\*\*Applicant Information\*\***

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [City and State of Birth]

2. **\*\*Parent Information\*\***

- Father's Name: [Father's Full Name]
- Mother's Name: [Mother's Full Name, including maiden name]

3. **\*\*Request Details\*\***

I am requesting [number of copies, e.g., one copy] of my birth certificate for [reason for request, e.g., legal purposes, employment verification, etc.].

4. **\*\*Identification and Fees\*\***

I am prepared to provide the necessary identification documents and pay the required fees as stated on your official website. Please inform me of the acceptable forms of payment and where to send my application.

5. **\*\*Preferred Delivery Method\*\***

I would appreciate if you could send the birth certificate via [mail/email/fax, as per your preference].

Thank you for your assistance in this matter. I look forward to your prompt response to facilitate my application.

Sincerely,

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