

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Office of Vital Records]
[Office Address]
[City, State, ZIP Code]

Subject: Request for Birth Certificate

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to request a copy of my birth certificate. Below are the details required for this 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): [Parent(s) Full Name(s)]

Please let me know if there are any forms or fees required to process my request. I appreciate your assistance in this matter.

Thank you for your attention to this request.

Sincerely,
[Your Name]