

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

Dear [Recipient Name],

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]
- Parents' Names: [Mother's Full Name] and [Father's Full Name]

I understand that there may be a fee associated with this request, and I am prepared to cover any necessary costs. Please let me know the acceptable methods of payment.

If you require additional information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

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