

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Office of Vital Statistics or Relevant Department]  
[Department Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Application for Birth Certificate

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

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

I have enclosed a copy of my identification and the applicable fees for processing this request. Please let me know if any additional information is needed.

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]