

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name or Office]
[Office/Agency Name]
[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 formally request a copy of my birth certificate. Below is the required information and checklist to facilitate this request:

1. Full Name: [Your Full Name]
2. Date of Birth: [Your Date of Birth]
3. Place of Birth: [City, State of Birth]
4. Parent(s) Name(s): [Mother's Full Name, Father's Full Name]
5. Reason for Request: [e.g., Passport application, ID verification]
6. Payment Method: [e.g., Check, Credit Card Information]
7. Identification: [Type of ID enclosed, e.g., copy of driver's license]

Please find the attached documents:

- [List any attached documents, such as ID copies or payment]

I kindly request that you process this request at your earliest convenience. If there are any issues or further information required, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]