

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

Dear [Recipient's Name],

Subject: Application for Birth Certificate

I hope this letter finds you well. I am writing to formally request a copy of my birth certificate. Below are the details required for processing my application:

- \*\*Full Name at Birth:\*\* [Your Full Name]
- \*\*Date of Birth:\*\* [Your Date of Birth]
- \*\*Place of Birth:\*\* [City and State of Birth]
- \*\*Parent(s) Name(s):\*\* [Full Name of Mother, Full Name of Father]

In addition to the above information, I have attached copies of the following documents to support my application:

1. [Type of ID/Document]
2. [Type of ID/Document]
3. [Any other necessary documents]

I understand there may be a fee associated with obtaining this document, and I am prepared to provide payment via [specify payment method, e.g., check, money order] as required.

Please let me know if you require any additional information or documents to complete my request. You can reach 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]