

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Office of Vital Records / Relevant Office Name]  
[Office Address]  
[City, State, Zip Code]

Subject: Request for Birth Certificate

Dear [Recipient's Name],

I am writing to request a copy of my birth certificate. Below are the details related to my birth:

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

I have enclosed the required identification and any applicable fees to process this request. Please let me know if any additional information is needed.

Thank you for your assistance.

Sincerely,

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