

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

[Date]  
[Office of Vital Records]  
[Address of Vital Records Office]  
[City, State, ZIP Code]

Subject: Request for Birth Certificate

Dear Sir/Madam,

I am writing to formally request a copy of my birth certificate. Please find the necessary details below:

- Full Name at Birth: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [City, State of Birth]
- Parent(s) Name(s): [Full Name(s) of Parent(s)]

I have enclosed a copy of my identification and any required forms, along with a payment of [Amount] for the processing fee.

Please let me know if you require any additional information or documentation to fulfill my request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]