

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Department/Office Name]  
[Office Address]  
[City, State, ZIP Code]

Subject: Application for Birth Certificate

Dear [Recipient Name],

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:

1. \*\*Full Name at Birth:\*\* [Your Full Name]
2. \*\*Date of Birth:\*\* [Your Date of Birth]
3. \*\*Place of Birth:\*\* [City, State of Birth]
4. \*\*Parent's Names:\*\* [Father's Name] and [Mother's Name]

I have enclosed the required documents and fees as per the guidelines provided on your website. If you need any more information to process my application, please feel free to contact me.

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]