

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Department/Agency Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Inquiry Regarding Birth Certificate

I hope this letter finds you well. I am writing to inquire about the process for obtaining a copy of my birth certificate.

My details are as follows:

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

I would appreciate any guidance regarding the necessary steps, required documentation, and applicable fees for obtaining the birth certificate. Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,

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