

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

Dear [Recipient's Name],

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

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

I have included the necessary identification documents to process this request. Please let me know if there are any fees associated with this request.

Thank you for your assistance. I look forward to your prompt response.  
Sincerely,

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