

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

Dear [Recipient Name or "To Whom It May Concern"],  
I am writing to request a certified copy of my birth certificate. Below  
are the details necessary for processing my request:

Full Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Place of Birth: [City, State of Birth]

Parents' Names: [Parent's Full Name] and [Parent's Full Name]

I have included a copy of my identification and payment for the required  
fees. If any further information is necessary, please do not hesitate to  
contact me at the phone number or email address listed above.

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]