

[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],

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

- Full name at birth: [Your Full Name]
- Date of birth: [Your Birth Date]
- Place of birth: [City, State]
- Parent's names: [Mother's Name] and [Father's Name]

I am requesting this document for [reason, e.g., identification purposes, applying for a passport, etc.].

Enclosed is a copy of my identification and the required fee for this request. If additional information is needed, please do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]