

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

Dear [Recipient Name],

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]
- Parents' Names: [Father's Name, Mother's Name]

I am including a copy of my identification and any required fees with this letter. Please let me know if any additional information is needed to process my request.

Thank you for your assistance.

Sincerely,  
[Your Name]