

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

Dear [Recipient's Name or "To Whom It May Concern"],

Subject: Request for Duplicate Birth Certificate

I am writing to request a duplicate copy of my birth certificate. Below are the details required for processing my request:

- 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 enclosed the required payment of [Amount] and a copy of my identification for verification purposes.

Please let me know if you require any additional information or documentation. Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]