

[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]

Subject: Request for Duplicate Birth Certificate

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a duplicate copy of my birth certificate.

I am [Your Full Name], born on [Your Date of Birth] in [City, State of Birth]. My mother's name is [Mother's Full Name], and my father's name is [Father's Full Name].

Unfortunately, I have [briefly explain the reason for requesting a duplicate, e.g., lost my original certificate, it was damaged, etc.].

I have enclosed the required documents, including:

- A copy of my identification (e.g., driver's license or passport)
- Payment for the processing fee (if applicable)
- Any other documents required

I would appreciate your prompt assistance in processing my request. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any additional information.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]