

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Department/Organization Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to request a replacement for my lost birth certificate. My name is [Your Full Name], and I was born on [Date of Birth] in [City, State]. My parents' names are [Parent's Name] and [Parent's Name]. Unfortunately, I have misplaced the original document and require a replacement for [reason, e.g., applying for a passport, identification purposes, etc.].

I have included the necessary identification and any required forms with this letter. If there are any fees associated with the issuance of the replacement certificate, please let me know.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]