

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Office of Vital Records/Relevant Department]  
[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 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]
- Parent(s) Name(s): [Parent's Full Name(s)]
- Any Other Identifying Information: [Any other relevant details]

I am [explain the reason you need a duplicate, e.g., for identification purposes, legal matters, etc.].

Please find enclosed [list any relevant documents you are including, e.g., ID proof, payment, etc.]. If there are any fees associated with obtaining the duplicate birth certificate, kindly let me know how to process the payment.

Thank you for your assistance in this matter. I look forward to receiving the duplicate birth certificate at your earliest convenience.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]