

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

Subject: Request for Duplicate Birth Certificate

Dear [Agency Name/Official's Name],

I am writing to request a duplicate copy of my birth certificate, as I have misplaced the original document.

****Details of the Birth Certificate:****

- Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [City, State of Birth]
- Parents' Names: [Mother's Name and Father's Name]

I have attached the required identification documents and any necessary forms as instructed on your website. Please let me know if there are any additional fees I need to cover or further information needed to process this request.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,
[Your Name]