

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

[Recipient's Name]  
[Office of Vital Records]  
[Address of Vital Records Office]  
[City, State, Zip Code]

Subject: Application for Duplicate Birth Certificate

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request a duplicate copy of my birth certificate. The details pertaining to my birth are as follows:

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

Unfortunately, my original birth certificate has been [lost/damaged/stolen], and I require a duplicate for [reason for request, e.g., identification purposes, application, etc.].

Enclosed with this letter are the necessary documents and the payment required for processing this request. Please let me know if you need any additional information.

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

Sincerely,

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