

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

[Government Office Name]
[Office Address]
[City, State, Zip Code]

Subject: Request for Duplicate Birth Certificate

Dear [Recipient's Name or "To Whom It May Concern"],

I hope this letter finds you well. I am writing to request the issuance of a duplicate birth certificate for myself.

Details are as follows:

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

Unfortunately, my original birth certificate was [explain how it was lost, damaged, or destroyed]. I have attached any relevant documentation and identification to facilitate this request.

I kindly ask for your assistance in processing this request as soon as possible. Please inform me of any fees or additional information required.

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]