

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Office of Vital Records/Bureau of Vital Statistics]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inquire about the process for obtaining a duplicate copy of my birth certificate. Below are the details required for the request:

- Full name at birth: [Your Full Name]
- Date of birth: [Your Date of Birth]
- Place of birth: [City, State of Birth]
- Parent(s) name(s): [Father's Name, Mother's Name]

I would appreciate any information regarding the application process, required documentation, fees involved, and estimated processing time. Thank you for your assistance.

Sincerely,  
[Your Name]