

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

[Vital Records Office Name]  
[Office Address]  
[City, State, ZIP Code]

Subject: Request for Duplicate Birth Certificate

Dear [Vital Records Office],

I am writing to request a duplicate copy of my birth certificate. Below are my details for your reference:

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

I have enclosed the required identification and any applicable fees.

Please let me know if you need any additional information or documents to process my request.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Person, if applicable]