

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

[Recipient Name]  
[Office/Department Name]  
[Organization Name]  
[Office Address]  
[City, State, Zip Code]

Subject: Request for Duplicate Birth Certificate

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a duplicate copy of my birth certificate.

My 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: [Mother's Full Name and Father's Full Name]

The original birth certificate has been [explain the reason why you need the duplicate, e.g., lost, damaged, etc.].

I have included [mention any documents you are enclosing, e.g., identification, application form, fees, etc.] to assist in processing my request.

Please let me know if there are any additional requirements or fees. I appreciate your assistance in this matter.

Thank you for your attention to my request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]