

**\*\*Request for Duplicate Birth Certificate\*\***

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Office of Vital Records]

[Office Address]

[City, State, Zip Code]

Subject: Request for Duplicate Birth Certificate

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

I am writing to request a duplicate copy of my birth certificate. The details are as follows:

- Full Name at Birth: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [City, State where you were born]
- Mother's Full Name: [Mother's Full Name]
- Father's Full Name: [Father's Full Name]

I have included a copy of my identification and any required fees (check/money order) with this request. Please let me know if any further information or documentation is necessary.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]