

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

[Date]
[Office of Vital Records]
[Address of the Vital Records Office]
[City, State, Zip Code]

Subject: Request for Duplicate Birth Certificate

Dear Sir/Madam,

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

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

I have misplaced the original birth certificate and require a duplicate for [state reason, e.g., passport application, identification purposes, etc.].

Please let me know if you need any additional information or documentation. I have enclosed the necessary forms and payment for the duplicate certificate.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]