

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Office of Vital Records]  
[Address of the 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 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]

The reason for my request is [briefly explain the reason, e.g., "I have lost my original birth certificate and need a duplicate for official purposes."].

Please find attached [list any documents you are including, such as a copy of your ID or proof of payment].

I would appreciate your assistance in processing this request at your earliest convenience. Thank you for your attention to this matter.

Sincerely,

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