

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

Dear Sir/Madam,

Subject: Request for Duplicate Birth Certificate

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

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [City, State of Birth]
- Parent(s) Name(s): [Parent's Names]

Unfortunately, my original birth certificate was [brief explanation of the loss - e.g., lost, damaged, etc.]. I have attached copies of my identification along with any required forms and fees to facilitate the processing of my request.

If you need any additional information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to receiving the duplicate birth certificate at your earliest convenience.

Sincerely,

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