

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

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

Subject: Application for Duplicate Birth Certificate

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a duplicate copy of my birth certificate. Below are the details of my birth for your reference:

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

The original birth certificate has been [reason why you need a duplicate - lost, damaged, etc.]. I understand there may be a processing fee, and I am willing to pay any associated costs.

Please let me know if you require any additional information or documentation to process my request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

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