

[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 Sir/Madam,

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

- Full Name at Birth: [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]

I have enclosed the necessary identification documents and payment for the processing fee.

Thank you for your attention to my request. I look forward to your prompt response.

Sincerely,

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