

[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 [Recipient's Name or "Vital Records Officer"],
I hope this letter finds you well. I am writing to formally request a duplicate copy of my birth certificate due to [reason for request, e.g., "loss of the original document"].

****Details of the Birth Certificate:****

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

To assist in the processing of my request, I have included [list any identifiers or documents you are enclosing, e.g., "a copy of my ID and any necessary forms"].

Please let me know if there are any fees associated with this request or if you require any additional information.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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