

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

Subject: Request for Duplicate Birth Certificate

Dear [Recipient's Name or "Vital Records Office"],

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

- 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]

I require the duplicate birth certificate for [state the reason, e.g., obtaining a passport, enrolling in school, etc.].

Please let me know if there are any forms that need to be completed or fees that need to be paid for this request. I have enclosed a copy of my [identify any identification you are providing, e.g., driver's license] and a check for the applicable fee.

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]