

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

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

Subject: Request for Retrieval of Vital Records

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the retrieval of my vital records, specifically [specify the type of record, e.g., birth certificate, marriage certificate, etc.].

Below are the details necessary for processing my request:

- Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [City, State of Birth]
- [Additional relevant information, e.g., marriage date for marriage certificate, etc.]

I understand that there may be a fee associated with this request, and I am willing to comply with the necessary procedures. Please inform me of any required forms or identification needed to facilitate this process. 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]