

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Office of Vital Records]

[Office Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the processing status of my birth certificate request submitted on [Date of Application]. My details are as follows:

Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Place of Birth: [Your Place of Birth]

As it has been [number of weeks/months] since my application, I would appreciate any updates you could provide regarding the status and estimated time for completion.

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

Warm regards,

[Your Name]