

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request the issuance of a certified copy of my birth certificate. My details are as follows:

Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

[Your Place of Birth]

Parents' Names: [Father's Name] and [Mother's Name]

I require this document for [state the purpose, e.g., passport application, legal identification, etc.]. I have enclosed a copy of my identification and any applicable fees.

Please let me know if you require any additional information to process my request. I appreciate your assistance in this matter.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]