

Application for Death Certificate

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email]

[Recipient Name]

[Office of Vital Records or Relevant Agency Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally request a certified copy of the death certificate for [Deceased's Full Name], who passed away on [Date of Death]. This document is required for estate settlement purposes.

As [Your Relationship to Deceased], I am authorized to obtain this certificate. Attached are copies of my identification and any other necessary documents required for this request.

Please let me know if there are any fees associated with obtaining this certificate, as well as the payment methods accepted. I would appreciate your prompt assistance in this matter.

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

Sincerely,

[Your Name]