

Request for Death Certificate

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Office of Vital Records]

[Office Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request a certified copy of the death certificate for [Full Name of Deceased], who passed away on [Date of Death] in [Place of Death]. This document is essential for my genealogy research.

The details of the deceased are as follows:

- Full Name: [Full Name]
- Date of Birth: [Date of Birth]
- Date of Death: [Date of Death]
- Place of Death: [Place of Death]
- Solicitor's Signature: [Your Signature]

I have enclosed copies of my identification and any required forms. Please let me know if there are additional steps I need to take to process this request.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]