

(Date of Letter)

The Honorable

(Governor, Secretary of State, Attorney General, etc.)

(Room, Floor or P.O. Box)

(Government Office Building)

(Street Address)

(City, State and Zip Code)

RE: Birth Certificate

Attn: Bureau of Vital Statistics

Dear Bureau of Vital Statistics:

Presently, the undersigned is in need of a birth certificate for
(name of individual for whom the birth certificate is
sought). It is understood that the official date of birth was the day of
, (year), and the place of birth was
(city), (state). The official name given at birth was
(name known to be given at time of birth).

Kindly provide to the undersigned (number of) certified copies of the
birth certificate of the aforementioned individual. Please understand that the
birth date and name are provided to the best of my (our) knowledge or
recollection; however, there might be some variation to the name, and the date
might not be exact. Please indicate if there is any charge for the certified
copies and, if so, contact the undersigned immediately whereupon remittance will
directly follow. Should your office need any additional information, please
advise. Thank you.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.