

(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: Death Certificate

Attn: Bureau of Vital Statistics

Dear Bureau of Vital Statistics:

Please provide the undersigned with (number of) certified copies of the certificate of death for (name of deceased individual). It is the understanding of the undersigned that (name of decedent) died on the day of , (year), at (location).

Please indicate if there is a specific charge for the copies of the death certificate by contacting the undersigned with that information. Upon your request, remittance will be tendered forthwith so that certified copies of the death certificate of the aforementioned individual may be received. Should you need any additional information from the undersigned, 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.