Your name
address
city, state zip code

Date

_____
_____
_____

Re: Request for Birth Certificate

To Whom It May Concern:

Please forward to my attention 1 certified copy of the birth certificate for the following person:
- Full name: _____
- Sex: _____
- Place of birth: _____
- Date of birth: _____
I am the person whose record is being requested. This certificate is being requested _____
_____.

Enclosed is my personal check in the amount of $____ as payment for the requested certificate.
Please contact me at the above address if you have any questions or need additional information.
I can be contacted by phone at _____.

Thank you for your prompt attention to this matter.

Sincerely,

Your name
Enclosure (check)

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