

{Your Name}
{Your Address}
{Your Phone Number}

{Name}
{Company}
{Address}

{Date}

Dear **{Name}**,

This letter is intended as a formal request to receive my official birth certificate for the purpose of **{purpose}**.

My full name is **{Name}** and I am a **{Female/Male}**.

I would like to request my:

- Short Form Birth Certificate
- Long Form Birth Certificate (Certified)
- Search Letter

I, the requestor, am the person whose name is on the certificate. Please mail it to the address listed above.

I am enclosing a check for the total payment of **{Amount}**.

Thank you for your consideration. Please contact me at **{phone number}** or **{email address}** if you have any questions.

Sincerely,

{Sender Name}