

_____, _____

_____, _____

Re: Request for Copy of Death Certificate

_____:

I am writing to request a _____ copy of the death certificate for the following individual:

Full Name of Decedent: _____

Gender: _____

Date of Death: _____

Place of Death: _____

Location: _____

City: _____

County: _____

State: _____

Father's Name (F, M, L, Suffix): _____

Mother's Name (F, M, L, Suffix): _____

Mother's Maiden Name: _____

Applicant's Relationship to Decedent:

I am the _____ of the person whose name appears on the death certificate being requested.

Reason for Request:

This certificate is being requested for the purpose of _____.

Please mail _____ (_____) _____ of the requested certificate.

Enclosed please find a self-addressed and stamped envelope and a _____ in the amount of _____ to cover the cost of the requested . If the enclosed

amount is not sufficient, please contact me using the information below or send a bill for the additional cost to the above referenced address.

Should you have any questions or require further information or verification, you may contact me using the information below:

Thank you for your time and assistance in this matter. I look forward to hearing from you.

Sincerely,

Enclosure