

[Your Full Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name or Department]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Subject: Request for Missing Primary Identification Document - [Your Application/Account Number]

Dear [Recipient Name],

I am writing to formally request a replacement or a certified copy of my primary identification document, specifically my [Type of Document, e.g., Birth Certificate, Passport, ID Card].

I am making this request because the original document is currently [Select one: missing / lost / stolen / damaged].

Please find my personal details below to assist in locating my records:

- Full Name at Birth: [Full Name]
- Date of Birth: [MM/DD/YYYY]
- Place of Birth: [City, State, Country]
- Parent/Guardian Names: [Name 1] and [Name 2]
- Social Security Number / National ID (if applicable): [Number]

I have attached copies of secondary identification to verify my identity, including [List attached documents, e.g., utility bill, school records, or expired ID].

Please let me know if there are any forms to complete or fees required to process this request. I can be reached at [Your Phone Number] or [Your Email Address] if you require further information.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]
[Your Printed Name]