

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Clerk of the Court / Records Department]  
[Name of the Court]  
[Court Address]  
[City, State, Zip Code]

**RE: Request for Certified Copy of Final Divorce Decree**

To the Clerk of the Court,

I am writing to formally request a certified copy of my final divorce decree. Below are the details regarding the case:

- **Case Name:** [Petitioner Name] vs. [Respondent Name]
- **Case Number:** [Case Number]
- **Date Divorce was Finalized:** [Date of Decree]
- **Social Security Numbers (if required):** [Optional/As requested by court]

I have enclosed a [Check/Money Order] in the amount of \$[Amount] to cover the search and certification fees. I have also included a self-addressed, stamped envelope for your convenience in mailing the document to me.

If there are any additional forms or fees required to process this request, please contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]