**Death Certificate Request Letter**

September 25, 2016

Sonoma County Clerk

1234 Main Street

Anytown, CA 12345

 Re: Request for Death Certificate of Jane M. Doe

To Whom It May Concern:

I am the son of Jane M. Doe, deceased. By this letter, I am requesting a certified copy of her death certificate.

To assist you in locating the death certificate, here is information regarding the deceased:

Full name: Jane Marie Doe

Sex: Female

Father’s full name: Stephen Doe

Mother’s full name: Ellen Doe

Mother’s maiden name: Jones

Date of death: July 7, 2016

Place of death: Santa Rosa, California, Sonoma County

Enclosed is a postage-paid envelope and a check in the amount of $21 as payment for the death certificate.

Please contact me at the following address if you have any questions:

JOHN R. SMITH

123 SAMPLE DRIVE

SANTA ROSA, CA 95404

(707) 123-4567

johnsmith@email.com

Thank you for your assistance in this matter.

Sincerely,

John R. Smith