Andrew L. Tomlin Bureau of Vital Records 118 N. Clark Street Chicago, IL 60602 Dear Mr. Tomlin: This letter will serve to advise your office that I represent: Jane Doe

(Name of client or estate if client is deceased)

My client has authorized me or my office to obtain a vital record from your office. Please provide the record as described in the attached application, to my employee, Honest Abe.

Yours truly,

Larry Lawyer

Attorney's signature:

Attorney's State Identification Number: 06000000000

Attorney's Telephone Number: (312)332-1624