

Application for Revision of Date of Birth Records

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Department/Office Name]

[Organization/Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a revision of my date of birth records currently maintained by your office. My name is [Your Full Name], and my date of birth, as it appears on your records, is [Incorrect Date of Birth]. I believe this information to be incorrect and would like to have it amended to reflect my actual date of birth, which is [Correct Date of Birth].

The discrepancy in my date of birth has caused me various issues, including [briefly explain any issues caused, e.g., complications with identification documents, educational requirements, etc.]. To support my request, I have attached copies of documents that confirm my correct date of birth.

I appreciate your attention to this matter and look forward to your prompt action in rectifying the records. Please inform me if you require any additional information or documents.

Thank you for your understanding and assistance.

Sincerely,

[Your Name]