

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address the discrepancy regarding my date of birth as recorded in your records. According to your files, my date of birth is noted as [Incorrect Date], but my actual date of birth is [Correct Date].

I kindly request your assistance in rectifying this error at your earliest convenience. If you require any documentation to support my claim, please let me know, and I will be happy to provide it.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]