

# Notification of Incorrect Date of Birth Entry

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you that we have identified an incorrect entry regarding your date of birth in our records. The date currently listed is [Incorrect Date of Birth], and we believe it should be [Correct Date of Birth].

Please verify this information at your earliest convenience and provide us with any necessary documentation to correct this discrepancy.

Thank you for your prompt attention to this matter. If you have any questions, feel free to contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Organization]