

# Request for Correction of Date of Birth

Date: [Current Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request a correction to my date of birth as recorded on my official document [specify document, e.g., birth certificate, passport, etc.]. My name is [Your Name] and my date of birth is currently incorrectly listed as [Incorrect Date].

The correct date of birth is [Correct Date]. I have attached copies of relevant documents, including [list documents, e.g., government ID, birth certificate, etc.], for your review.

I would appreciate your assistance in resolving this matter at your earliest convenience. Thank you for your attention to this issue.

Sincerely,

[Your Name]