

Letter of Submission for Date of Birth Correction

Date: [Insert Date]

To,

The Registrar,
[Relevant Authority Name]
[Office Address Line 1]
[Office Address Line 2]
[City, State, Zip Code]

Subject: Request for Correction of Date of Birth

Dear Sir/Madam,

I, [Your Full Name], am writing to formally request a correction to my date of birth as recorded in your records. My details are as follows:

- Name: [Your Full Name]
- Date of Birth (as per records): [Incorrect Date]
- Date of Birth (correct): [Correct Date]
- Identification Number: [Your ID Number]

The reason for this request is [brief explanation of why the correction is needed, e.g., an error in the original documentation]. I have enclosed copies of [mention any documents you are attaching, e.g., birth certificate, ID] that support my request.

I kindly ask for your assistance in rectifying this error at your earliest convenience. Please let me know if you require any further information or documentation.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Full Name]
[Your Address Line 1]
[Your Address Line 2]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]