

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Social Security Administration

[Office Address]

[City, State, Zip Code]

Subject: Appeal for Updating Incorrect Social Security Number

Dear Sir/Madam,

I am writing to formally appeal for the correction of my social security number, which I believe has been recorded incorrectly. My name is [Your Full Name], and my date of birth is [Your Date of Birth]. The incorrect social security number on file is [Incorrect SSN], while my correct social security number is [Correct SSN].

This discrepancy has caused significant issues in my dealings with various institutions, and I am eager to have this matter resolved as swiftly as possible.

Enclosed are copies of my identification, along with any relevant documents that support my claim. I kindly ask for your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]