

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Social Security Administration
Address of SSA Office
City, State, Zip Code

Dear Sir/Madam,

I am writing to explain an issue concerning my Social Security number (SSN), which I believe to be incorrect in your records. My name is [Your Full Name], and my SSN is [Your SSN].

Upon reviewing my records, I noticed that my SSN appears incorrectly as [Incorrect SSN]. The correct SSN should be [Correct SSN]. This discrepancy has led to confusion and potential delays in [mention any relevant consequences, e.g., benefits, employment, etc.].

I have attached copies of relevant documents that support my claim, including [mention any documents, e.g., birth certificate, tax forms, etc.].

I kindly request your assistance in rectifying this error at your earliest convenience. I appreciate your prompt attention to this matter.

Thank you for your understanding.

Sincerely,
[Your Full Name]