

# Letter of Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Social Security Administration

[Office Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to inquire about the process for correcting my Social Security number. I recently discovered an error in my records that requires immediate attention, and I would like to understand the necessary steps to rectify the situation.

Please provide information regarding the documentation needed, any forms that need to be completed, and the expected timeline for processing the correction.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]