

# Notification of Mistaken Social Security Number

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to notify you of a mistaken social security number that has been associated with my account. The incorrect Social Security Number is [Incorrect SSN], and my correct Social Security Number is [Correct SSN].

This mistake has caused confusion and may have affected my accounts with your organization. I kindly ask you to update your records with my correct information at your earliest convenience.

If you need any further information or documentation to rectify this issue, please feel free to contact me at the phone number or email address provided above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]