

Request to Correct Social Security Number

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

Social Security Administration

[SSA Office Address]

[City, State, ZIP Code]

Dear [SSA Official's Name or "To Whom It May Concern"],

I am writing to request a correction to my social security number as it appears on your records. My name is [Your Full Name], and my current social security number is [Incorrect SSN]. Due to [brief explanation of the error, e.g., typographical error, legal name change], my social security number needs to be updated to reflect [Correct SSN].

To assist in processing this request, I have attached the necessary documents, including [list any documents, e.g., identification, marriage certificate, court order] that substantiate this correction.

Please let me know if there are any additional forms or information needed to complete this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]