

Submission for Social Security Number Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

Social Security Administration

[Office Address]

[City, State, ZIP Code]

Dear Sir/Madam,

I am writing to formally request an adjustment to my Social Security number due to [reason for adjustment, e.g., recent change in personal information, correction of an error, etc.]. My current Social Security number is [Your SSN].

In support of my request, I have attached [list any supporting documents, e.g., copies of identification, proof of address, legal name change documents].

I kindly ask that you process this request at your earliest convenience. Please do not hesitate to contact me via the phone number or email listed above should you require any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]