

Letter of Submission for Correcting Identity Information

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Subject: Request to Correct Identity Information

Dear [Recipient Name],

I am writing to formally request corrections to my identity information that appears in your records. The details that require correction are as follows:

- Current Name: [Insert Current Name]
- Correct Name: [Insert Correct Name]
- Other Relevant Information: [Insert Any Other Relevant Details]

Enclosed with this letter are copies of relevant documents to support my request, including [list documents, e.g., birth certificate, ID card, etc.].

I appreciate your prompt attention to this matter and would be grateful if you could confirm the receipt of this request and the steps that will be taken to correct my information. Please feel free to contact me at your earliest convenience if you require further details or clarification.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]