

Request for Document Error Correction

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a correction to an error in [specify the document, e.g., "my official transcript", "my birth certificate", etc.] dated [specify date of the document]. The error pertains to [describe the specific error, e.g., "the misspelling of my name", "incorrect date of birth", etc.].

Attached are copies of the relevant documents that support my request for correction. I would appreciate your prompt attention to this matter as it is important for [briefly state the reason for urgency, e.g., "my upcoming job application", "my immigration process", etc.].

Thank you for your assistance in this matter. Please feel free to contact me at [your phone number] or [your email address] if you need any further information.

Sincerely,

[Your Name]