

Letter of Appeal for Rectification of Birth Information

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Department/Office Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a rectification of the birth information recorded for me at [Place of Birth] on [Date of Birth]. The current records indicate [Incorrect Information], whereas the correct information is [Correct Information].

This discrepancy has caused significant issues in my [state specific examples: identification, legal documents, etc.]. To support my request, I have attached the necessary documents, including [list any supporting documents, such as a birth certificate, ID, etc.].

I kindly urge you to review my case and make the necessary amendments at your earliest convenience. Thank you for your attention to this matter.

Sincerely,

[Your Name]

Attachments: [List of attachments]