

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Office of Vital Records or Appropriate Authority]

[Address]

[City, State, ZIP Code]

Subject: Request for Revision of Birth Certificate Information

Dear [Recipient's Name],

I am writing to request a revision of my birth certificate information. My name is [Your Full Name], and I was born on [Date of Birth] in [Place of Birth]. My birth certificate number is [Birth Certificate Number].

Upon reviewing my birth certificate, I noticed that the following information is incorrect:

- Incorrect Information: [Detail the incorrect information]
- Correct Information: [Provide the correct information]

I have attached supporting documents to verify the correct information, including [List supporting documents, e.g., government-issued ID, hospital records, etc.].

Thank you for your attention to this matter. I appreciate your assistance in correcting this information and look forward to your prompt response.

Sincerely,

[Your Name]