

Your Name  
Your Address  
City, State, ZIP Code  
Email Address  
Phone Number  
Date

Records Department  
Vital Records Office  
Office Address  
City, State, ZIP Code

Dear Sir/Madam,

Subject: Request for Modification of Birth Record

I am writing to formally request a modification to my birth record. My full name is [Your Full Name], and my date of birth is [Your Date of Birth]. The details that require modification are as follows:

Current Information:  
[Specify the incorrect information or detail]

Requested Modification:  
[Specify the correct information or detail]

In support of my request, I have enclosed copies of [list any supporting documents, e.g., identification, legal documents].

I appreciate your attention to this matter and would be grateful if you could process my request at your earliest convenience. Should you need any further information, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,  
[Your Name]