

# Notification of Amendment in Birth Record

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

Subject: Notification of Amendment in Birth Record

Dear [Recipient's Name],

This letter serves to notify you that an amendment has been made to the birth record of [Child's Name], born on [Date of Birth] at [Place of Birth]. The amendment pertains to [details of the amendment, e.g., name correction, date of birth correction, etc.].

The amended details are as follows:

- **Previous Record:** [Details of previous record]
- **Amended Record:** [Details of amended record]

We apologize for any inconvenience this may cause and appreciate your understanding in this matter. If you have any questions or require further information, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]