

Petition to Correct Birth Date on Vital Records

Date: [Insert Date]

To Whom It May Concern,

I, [Your Full Name], am writing to formally request the correction of my birth date as recorded on my vital records. The details are as follows:

Name: [Your Full Name]

Date of Birth on Record: [Incorrect Birth Date]

Correct Date of Birth: [Correct Birth Date]

Record Type: Birth Certificate/Vital Record

Record Number: [Record Number if applicable]

I have enclosed copies of relevant documents that support my request, including [list documents, e.g., state ID, passport, etc.], to verify the correct birth date.

I kindly ask that you process this request at your earliest convenience. If you require further information or additional documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Address]

[City, State, Zip Code]