

Request for Correction in Birth Certificate Details

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

The Registrar of Births and Deaths,

[Office Address]

[City, State, Zip Code]

Subject: Request for Correction in Birth Certificate Details

Dear Sir/Madam,

I am writing to formally request a correction to the details on my birth certificate. The details that need correction are as follows:

Current Detail	Correct Detail
[Incorrect Detail]	[Correct Detail]

The birth certificate was issued on [Date of Issue] and the certificate number is [Certificate Number]. I have enclosed a copy of my birth certificate along with supporting documents (e.g., ID, proof of correct information) for your reference.

I kindly request you to process this correction at your earliest convenience. Should you require any further information or documentation, please feel free to contact me at the above-mentioned phone number or email address.

Thank you for your attention to this matter.

Sincerely,

[Your Name]