

# Letter of Submission for Birth Data Amendment

Date: [Insert Date]

To,

The Registrar,

[Office/Agency Name]

[Office Address]

[City, State, Zip Code]

Subject: Request for Amendment of Birth Data

Dear Sir/Madam,

I am writing to formally request an amendment to my birth data as recorded in your records. My name is [Your Full Name], and my date of birth is [Your Date of Birth]. My birth certificate number is [Your Birth Certificate Number].

Upon reviewing my birth data, I have identified an error that requires immediate attention. The information that needs to be amended is as follows:

- **Incorrect Information:** [Describe the incorrect information]
- **Correct Information:** [Describe the correct information]

I have attached the necessary documents to support my request, including [list any supporting documents, such as identification, previous corrections, etc.].

I appreciate your assistance in this matter and would be grateful if you could process this amendment at your earliest convenience. Should you require any further information or clarification, please do not hesitate to contact me via [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Full Name]

[Your Address]

[City, State, Zip Code]