

Identity Rectification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To,

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: Request for Identity Rectification

Dear [Recipient's Name],

I am writing to formally request a rectification of my identity information due to the following discrepancies:

- [Describe the discrepancy, e.g., name misspelling, incorrect date of birth, etc.]
- [Provide any additional discrepancies if applicable]

Here are my correct identity details:

- Name: [Your Correct Name]
- Date of Birth: [Your Correct Date of Birth]
- [Any other relevant detail]

Attached are the necessary documents supporting my request:

- [List the attached documents, e.g., photocopy of ID, birth certificate, etc.]

I kindly ask you to process this correction at your earliest convenience. Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]