

Visa Correction Request

Date: [Insert Date]

To,

The Consular Officer,
[Embassy/Consulate Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Subject: Request for Correction of Visa Details

Dear Sir/Madam,

I am writing to request a correction to the visa details on my recently issued visa (Visa Number: [Insert Visa Number]). During my review of the document, I noticed that [describe the error, e.g., "my surname is misspelled as 'Doe' instead of 'Doe-Smith'."].

To rectify this, I have attached the necessary documents that reflect the correct information, including [list any supporting documents, e.g., "a copy of my passport, a birth certificate, and any relevant identification."]

I would greatly appreciate your prompt attention to this matter, as it is imperative for my upcoming travel plans. Thank you for your assistance.

Sincerely,
[Your Full Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]