

Request for Civil Status Correction

Date: [Insert Date]

[Embassy Name]

[Embassy Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to formally request the correction of my civil status records held by your esteemed embassy. My name is [Your Full Name], and I am currently residing at [Your Address]. My identification number/passport number is [Your Identification Number].

It has come to my attention that there is an inconsistency in my civil status records regarding [specific detail to be corrected, e.g., date of birth, marital status, etc.]. The correct information should be [insert the correct information].

I have attached the necessary supporting documents, including [list any documents, e.g., a copy of the birth certificate, marriage certificate, etc.], to facilitate the correction process.

I kindly request your assistance in rectifying this matter at your earliest convenience. Thank you for your attention to this important issue.

Sincerely,

[Your Full Name]

[Your Contact Information]

[Your Email Address]