

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

Office of the Secretary
U.S. Department of State
2201 C Street NW
Washington, D.C. 20520

Dear Sir/Madam,

I am writing to formally complain regarding documentation errors associated with my recent application for [specify the type of documentation, e.g., passport, visa, etc.], submitted on [submission date]. My application reference number is [reference number].

Upon reviewing the documents provided, I noticed the following errors: [List the errors clearly, e.g., incorrect personal information, missing signatures, etc.]. These inaccuracies have caused significant inconvenience, delaying my [mention any consequences of the errors, e.g., travel plans, job applications, etc.].

I kindly request that these errors be corrected as soon as possible. Enclosed are copies of the relevant documents supporting my claims. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your time and consideration.

Sincerely,
[Your Name]