

Request Letter for Name Correction

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

[Recipient's Name]
[Title/Position]
[Company or Organization Name]
[Address]
[City, State, ZIP Code]

Subject: Request for Correction of Name

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request a correction regarding the way my name is currently listed in your records. Upon reviewing the documents, I noticed a minor discrepancy that requires your attention.

Current Name: [Incorrect Name]
Corrected Name: [Correct Name]

I kindly ask for your assistance in rectifying this error. To facilitate the process, I have attached a copy of my identification card for verification purposes.

If there are specific forms or procedures I need to follow to complete this correction, please provide the necessary guidance. I understand that this may involve updating various records, and I appreciate your prompt attention to ensure the accuracy of my personal information.

Thank you for your understanding and cooperation in resolving this matter. I look forward to the necessary corrections being made promptly.

Sincerely,

[Your Full Name]
[Your Signature - if sending a hard copy]