

## Name Correction Letter Format - Example

[Sender's Name]  
[Sender's Address]  
[City, State ZIP Code]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State ZIP Code]

Dear Mr./Ms. [Recipient's Last Name],

I am writing to request a correction to my name in your records. My name was spelled incorrectly as [Incorrect Name] instead of [Correct Name] on [Date] in [Document/Record Name]. I am requesting this correction to ensure that my name is accurately represented in your records.

I have attached a copy of my [Official Document] to support the correction. Please make the necessary changes to your records and notify me when the correction has been made.

Thank you for your assistance in this matter.

Sincerely,  
[Your Signature]  
[Your Printed Name]