

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Office of Vital Records]
[Office Address]
[City, State, Zip Code]

Subject: Request for Correction on Birth Certificate

Dear [Vital Records Official's Name],

I hope this letter finds you well. I am writing to formally request a correction to my birth certificate, as the information currently listed is inaccurate.

Details of my birth certificate are as follows:

- Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [City, State of Birth]
- Certificate Number: [Birth Certificate Number]

The specific correction I am requesting is:

- [Describe the incorrect information and the correct information you wish to have]

Enclosed are copies of supporting documents that validate my request, including:

- [List any documents you are enclosing, e.g., government-issued ID, legal documents, etc.]

I would appreciate your prompt attention to this matter and look forward to your response. If you require any further information or documents, please feel free to contact me at the phone number or email address listed above.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]