

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Registrar's Office Name]  
[Office Address]  
[City, State, ZIP Code]

Subject: Request for Name Correction on Birth Certificate

Dear [Registrar's Name or "To Whom It May Concern"],

I am writing to formally request a correction to the name on my birth certificate. My name is currently listed as [Incorrect Name] and I would like it to be corrected to [Correct Name].

The details of my birth certificate are as follows:

- Name at birth: [Incorrect Name]
- Date of birth: [Date of Birth]
- Place of birth: [Place of Birth]
- Parent(s) Name(s): [Parent Names]

Attached to this letter are copies of relevant documents that support my request, including [list the documents, e.g., government ID, marriage certificate, etc.].

I would appreciate your prompt attention to this matter and look forward to receiving the corrected birth certificate at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]