

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

Subject: Dispute of Birth Certificate Details

Dear [Registrar's Name],

I hope this letter finds you well. I am writing to formally dispute certain details on my birth certificate, which I believe contain inaccuracies that require correction.

My name is [Your Full Name], and my birth certificate number is [Birth Certificate Number]. I was born on [Date of Birth] in [Place of Birth]. Upon reviewing my birth certificate, I have identified the following discrepancies:

1. [State the first incorrect detail and provide the correct information]
2. [State the second incorrect detail and provide the correct information]

I kindly request that you review these discrepancies and initiate the necessary corrections on my birth certificate. I have attached supporting documents [list any documents, such as medical records, ID, etc.] that substantiate my claims.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]