

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]  
Dear [Recipient's Name],  
Subject: Request for Name Correction  
I hope this message finds you well. I am writing to formally request a correction to the name on my [document, certificate, account, etc.], as it is currently listed incorrectly.  
Correct Name: [Your Correct Name]  
Incorrect Name: [Your Incorrect Name]  
[Additional details such as account number or reference number, if applicable]  
I have attached copies of relevant documents to support my request. I would appreciate your prompt attention to this matter.  
Thank you for your assistance.  
Sincerely,  
[Your Name]  
[Your Signature (if sending a hard copy)]