

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Department/Agency Name]
[Address]
[City, State, Zip Code]

Subject: Request for MC Number Rectification

Dear [Recipient Name],

I am writing to formally request the rectification of my Motor Carrier (MC) Number [Your MC Number]. Upon reviewing my records, I have noticed that [describe the error or discrepancy, e.g., incorrect name, address, etc.].

I kindly request that you update my MC Number to reflect the correct information as follows:

- Correct Name: [Your Correct Name]
- Correct Address: [Your Correct Address]
- [Any other relevant information]

Attached to this letter are all relevant documents that support my request, including [list documents, e.g., proof of address, identification, etc.].

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position (if applicable)]
[Your Company Name (if applicable)]