

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Department/Office Name]
[Road Traffic Authority Address]
[City, State, Zip Code]

Subject: Application for Correction of Details

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request a correction of details in my [mention the document type, e.g., driver's license, vehicle registration] due to [state the reason, e.g., a clerical error, personal information changes].

My details are as follows:

- Full Name: [Your Full Name]
- Document Number: [Your Document Number]
- Address: [Your Current Address]
- Date of Birth: [Your Date of Birth]

The incorrect details are as follows:

- Incorrect Detail: [Describe the Error]
- Correct Detail: [Provide the Correct Information]

I have attached the necessary documents required for processing this correction, including [list any supporting documents, e.g., a copy of your ID, proof of address, etc.].

I kindly ask you to process this correction at your earliest convenience. Please let me know if any further information or documentation is needed. Thank you for your attention to this matter.

Sincerely,

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