

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

Social Security Administration

[Office Address]
[City, State, Zip Code]

Subject: Reporting Changes to Social Security Information

Dear Social Security Administration,

I am writing to report changes to my Social Security information.

****Personal Information:****

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Date of Birth: [Your Date of Birth]

****Changes to Report:****

1. [Description of Change #1]
2. [Description of Change #2]
3. [Description of Change #3]

****Effective Date of Changes:****

[Date when changes took effect]

Enclosed are any relevant documents that support my changes. Please let me know if you require further information or if there are additional forms to complete.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]