

## Letter to Ask Correction of a Document Error

**[Your Name]**

[Address]

[Letter Date]

**[Recipient's Name]**

[Address]

**[Subject: Subject of Letter] -Optional-**

Dear [Recipient's name]

I'm writing to you to request a correction in the birth certificate of my daughter. She was born on 20th August this year. I had applied for the certificate right after two days of her birth. Today her birth certificate was issued. Although it was issued quite quickly, there is an error that I want you to correct. As per the information that I had provided, the date of birth was 20th August like I just told you, however, on this document the date is mentioned wrong since it is written 2nd August here. I want you to correct this error. For your ease, I am enclosing the issued birth certificate. Looking forward to hearing from you with prompt rectification of the error.

Sincerely,

**[Your Name]**

[Your Title] -Optional-