

Request for Name Rectification

Date:

To,
The [Authority/Organization Name]
[Address Line 1]
[Address Line 2]

Subject: Request for Correction of Name

Respected Sir/Madam,

I am writing to request the rectification of my name in your records. My correct name is:

However, it appears as:

Kindly make the necessary corrections in your records. I am enclosing relevant documents supporting my correct name.

Thank you for your attention to this matter.

Sincerely,

[Your Contact Number]