

Educational Institution - Casual Professional

Subject: Student Name Correction Request

Dear Registrar's Office,

I hope this message finds you well. I am writing to request a correction to my name in your student records system. There appears to be an error in how my name is recorded, and I would like to ensure accuracy for all future documentation.

Student Information:

Student ID: [Student ID Number]

Current name on file: [Incorrect Name as Listed]

Correct legal name: [Correct Full Legal Name]

Program/Major: [Program Name]

Expected graduation: [Date]

I have attached a copy of my government-issued photo ID and Social Security card to verify my correct legal name. Please update all student records, including transcripts, diplomas, and any other academic documentation to reflect the correct spelling and format of my name.

This correction is important to ensure that my academic credentials match my legal identification for employment and further education purposes.

Please let me know if you need any additional documentation or if there are specific forms I need to complete for this name correction.

Thank you for your assistance with this matter.

Best regards,

[Correct Full Name]

[Student ID]

[Email Address]

[Phone Number]

[Date]

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