DATE:

To Whom It May Concern

My name is Edgar Poe and I belong to a small town in Texas where there are not many facilities and opportunities for young individuals. I recently graduated from high school, and I had been waiting for my high school certificate impatiently so I could apply for an undergraduate in [X] university. As you already know how hard it is to enroll in a mainstream educational institute on account of nail-biting competition.

Luckily, I received an offer for a scholarship from [X] university owing to my ethnicity. I was hoping to get enrollment in this intake but unfortunately, I am now unable to do so. Upon receiving my high school certificate just a few days ago, I found out that my DOB written on it is incorrect. Now, my birth and middle school certificates have a different DOB than my high school diploma.

Owing to this mismatch, the university rejected my application calling me a fake student. This one incorrect data on my high school diploma has caused me a big tragedy. I have made a plea to let me reapply with the correct data on my documents and fortunately, it has been accepted.

I, now, request you correct the DOB on my high school certificate matching it with my birth certificate which I have attached to this letter. Kindly give a priority to my application so I could apply for the scholarship again.

Should you need to discuss anything in this regard, please call me anytime at 000-000-000

Sincerely,

Edgar Poe

Sincerely,

Mark Middleton  
[Grade -X]