**Date: [DATE]**

**To**

**[The Recipient Name]  
[Designation -ABC Company]**

Respected Sir/Ma’am,

I am regretting to intimate you of a very unfortunate tragedy that took place from your end on account of a misunderstanding. I am Zoe Nickel, a social media influencer on Instagram who often has to travel abroad for multiple concerts and events. It is, therefore, crucial for me to keep my legal and official documents ready all the time.

I have a forthcoming event on 00-00-0000 in Ontario, Canada for which I need my new passport as I lost my old one somewhere during the local travel. I applied 3-weeks ago for a new passport, and it reached out to me today.

To my shock, I find out that the DOB written on my new passport is different from my original one, also mentioned on my previous passport. This is an act of sheer irresponsibility and carelessness which has left me in great trouble. I can no longer fly on the event dates. Because of this blunder, not only my entire team has to go through embarrassment and inconvenience, but the organizing party is also facing scrutiny from the community.

Therefore, I request you correct the factually wrong DOB on my passport and change it with the original one in 5-days so I could reschedule my plans. I’d be much obliged for this.

Should you have any queries, please feel free to ask me at 000-000-000. I have also enclosed a copy of my old passport and my birth certificate for confirmation.

Sincerely,

Joe Nickel