Request letter For CDC Correction

Date: DD/MM/YY

Place: XXXXXXXXX

To

The shipping Master

Mumbai

Sub: request to change in name in CDC

Respected sir

I have Received my CDC recently and found that my name has been printed wrongly. My CDC No: XXXXXXX issued on DD/MM/YYYY. please change the name on the CDC which has been wrongly printed.

***OLD DETAILS NEW DETAILS***

Name: xxxxxxxxx Name: xxxxxxxxxxxxx

***Note: (Left hand side write your old details which you want to change and right hand side write new details.)***

I request you to make this change on my CDC as soon as possible. I hereby attached my copy of passport for your Reference.

Thanks, you so much for your help and support.

Yours’s sincerely

XXXXXXXXXXX

CDC No: XXXXXXXX

INDOS NO: XXXXXXX

***NOTE: This letter is only format for your refence please update before using this letter.***