

[FOR YOUR LETTERHEAD]

Dear \_\_\_\_\_:

We have been informed by the Social Security Administration that the name and/or Social Security number on our company records regarding you do not match the Social Security Administration's records. This could be due to any number of reasons, such as a name change, or even simple typographical errors on our records or their records. The name and Social Security number we have on file is:

\_\_\_\_\_  
\_\_\_\_\_

Please check your Social Security card. If the name and number on your card is the same as the information we have, shown above, please contact any Social Security Administration office to resolve the issue. Once you have done so, please let me know if there are any changes that we need to make to our records.

If the name and/or number shown above are not the same as what is on your Social Security card, please notify me immediately, so that we can correct our records, and so we can let the Social Security Administration know that we have corrected our records. Until this issue is resolved, the Social Security Administration cannot credit your account with your earnings from working here, so you should clear it up as soon as possible.

Further, the Internal Revenue Service may fine us every time we do not furnish your correct SSN on a wage report. So that we may avoid this penalty, we ask that you act to resolve this conflict as quickly as possible.

If you have any questions about this, please contact me.

Sincerely,