

Social Security Administration

Earnings Record Information

Office of Central Operations
300 N. Greene Street
Baltimore, MD 21290-0300
Date: June 27, 2002

JOHN DOE
123 MAIN STREET
ANYWHERE, USA 1234

We are writing in response to your recent request for a Social Security Statement for Social Security Number xxx-xx-xxxx.

We're sorry, but we can't prepare a Social Security Statement for you until we review your record with you. We need to correct certain data before we can calculate your benefit estimates. To do this, we need your help to verify and update some of the information on your record.

What You Should Do

Please contact us at the office shown below:

SOCIAL SECURITY
1280 PONTIAC RD
PONTIAC MI 48340

Tel. No. 248-364-0520

If you live in the United States, you also can call us toll-free at 1-800-772-1213. We can answer most questions over the phone.

If you live outside the United States, you can contact your nearest U.S. Embassy or consulate or write to: Social Security Administration, Office of Central Operations, P.O. Box 17769, Baltimore, Maryland 21235-7769. U.S.A.

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If you call or visit, please bring this letter with you. If you write, please include a copy of this letter. It will help us answer your questions. Also, if you plan to visit the office, you may call ahead to make an appointment. This will help us serve you more quickly.

Carolyn L. Simmons
Associate Commissioner for
Central Operations