{stdlongdate} Organization ID: {stdOrgCodeId}

{stdOCName}

{stdOrgName}

{stdOCAdrCorStreet1}

{x stdOCAdrCorStreet2}

{stdOCAdrCorCity} {stdOCAdrCorState} {stdOCAdrCorZip}

**RE:** **{stdMbrFullName}**

Dear {stdOCSalutation}:

It came to our attention that we may have an incorrect social security number on file for {stdMbrFirstNameLC}. Please send us a photocopy of {stdMbrFirstNameLC}’s social security card so we may update our records.

If you have any questions, please call NDPERS at {stdNDPERSPhoneNumber} or {stdNDPERSTollFreePhoneNumber}.

Sincerely,

NDPERS Benefits Division