

# Data Correction Request for Academic Transcript

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[University/College Name]

[Department Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a correction to my academic transcript. My name is [Your Name], and I am a [Your Degree Program] student with student ID [Your Student ID]. I have recently reviewed my transcript and found the following errors:

- Error 1: [Description of error]
- Error 2: [Description of error]

Attached are supporting documents that verify the accurate information.

I kindly ask that you review this information and update my academic transcript accordingly. If you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]