

Data Correction Request for Employment History

Recipient Name

Company Name

Company Address

Date: [Insert Date]

Dear [Recipient Name],

I am writing to formally request a correction to my employment history as recorded in your records. I have recently reviewed my employment documentation and noticed discrepancies that need to be addressed.

Specifically, the following information requires correction:

- **Incorrect Information:** [Detail incorrect information]
- **Correct Information:** [Detail correct information]

These corrections are important for maintaining accurate records and ensuring that my employment history reflects my true experience. I have attached supporting documents to assist with this revision.

Thank you for your attention to this matter. I appreciate your prompt response in correcting this information.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]