

Data Correction Request for Financial Records

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a correction to the financial records associated with my account, [Your Account Number or Reference], due to identified discrepancies that require immediate attention.

Specifically, I have noticed the following issues:

- [Description of the discrepancy #1]
- [Description of the discrepancy #2]
- [Description of any additional discrepancies]

I kindly ask that you review and correct these errors at your earliest convenience. Attached to this letter are copies of relevant documents that support my request, including [list any attached documents, e.g., bank statements, previous correspondence, etc.].

Thank you for your prompt attention to this matter. I look forward to resolving these discrepancies as soon as possible. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]