

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a correction to my personal information as held by [Company/Organization Name]. My details are as follows:

Name: [Your Full Name]

Account Number (if applicable): [Your Account Number]

Upon reviewing my records, I have identified the following inaccuracies:

- [Incorrect Information]
- [Correct Information]

I kindly ask that you update my records accordingly to reflect the correct information. Enclosed are supporting documents that verify my claim.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]