

Data Correction Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Customer Service

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally request a correction to my subscription details associated with my account. My account information is as follows:

Account Holder Name: [Your Name]

Subscription ID: [Your Subscription ID]

Email Address Associated with Account: [Your Email]

Upon reviewing my subscription details, I noticed that the following information is incorrect:

- Incorrect Detail: [Describe the incorrect detail]
- Correct Detail: [Describe the correct detail]

I kindly ask that you update my subscription records accordingly. Please let me know if you require any additional information to process this request.

Thank you for your prompt attention to this matter. I look forward to your confirmation of the changes.

Sincerely,

[Your Name]