Proposed Change for Typographical Inaccuracies

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention some typographical inaccuracies found in [Document/Report Name] dated [Document Date].

The following inaccuracies have been identified:

- Page [X]: "[Incorrect Text]" should be corrected to "[Correct Text]"
- Page [Y]: "[Incorrect Text]" should be corrected to "[Correct Text]"
- Page [Z]: "[Incorrect Text]" should be corrected to "[Correct Text]"

Making these corrections would enhance the accuracy and professionalism of the document. I appreciate your attention to this matter and look forward to your confirmation of these changes.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]