

Request to Amend Typographical Mistakes

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 request an amendment to a document due to some typographical errors that were identified. The document in question is [briefly describe the document, e.g., "the contract dated January 1, 2023"].

The specific mistakes are as follows:

- On page [number], the word "[incorrect word]" should be corrected to "[correct word]".
- On page [number], there is a typographical error in the date: "[incorrect date]" should read "[correct date]".

I would greatly appreciate it if you could facilitate these amendments at your earliest convenience. Please let me know if you need any further information or documentation from my side.

Thank you for your attention to this matter.

Sincerely,

[Your Name]