

Request for Revision of Typographical Error

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 formally request a revision concerning a typographical error found in [specify document, e.g., "the report titled 'Annual Financial Overview'"] submitted on [specify date of submission].

The error is located in [specify location, e.g., "the second paragraph on page 3"], where it incorrectly states "[insert incorrect text]" instead of "[insert correct text]."

I'd appreciate it if you could make the necessary correction at your earliest convenience. Thank you for your attention to this matter. Please let me know if you require any further information.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position, if applicable]