

# Letter of Submission for Typographical Error Amendment

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I am writing to formally request an amendment due to a typographical error found in [specify the document, title, or reference number]. The error occurs in [specify the location or context of the error], and the correct information should be [insert correct information].

I kindly ask that this amendment be made at your earliest convenience to ensure the accuracy of our records. Should you require any further details or documentation, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Address]

[Your Phone Number]

[Your Email Address]