

Media Database Adjustment Request

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Title]

[Insert Media Organization Name]

[Insert Address]

[Insert City, State, Zip Code]

Dear [Insert Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment to our media database records for [Insert Relevant Details, e.g., group name, publication, etc.]. Upon reviewing the information currently on file, I have noticed the following discrepancies:

- [Insert description of first discrepancy]
- [Insert description of second discrepancy]
- [Insert description of third discrepancy]

To ensure the accuracy of our records and to maintain effective communication, I kindly ask that you review these discrepancies and make the necessary adjustments at your earliest convenience.

If you require any further information or documentation to assist with this request, please do not hesitate to reach out to me directly at [Insert Your Phone Number] or [Insert Your Email Address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Address]

[Your City, State, Zip Code]