

# Media List Correction Notice

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. We are reaching out to notify you of some corrections in our media list that may affect our future communications.

Below are the corrected details:

- **Correct Name:** [Corrected Name]
- **Title:** [Corrected Title]
- **Email:** [Corrected Email]
- **Phone:** [Corrected Phone Number]

We apologize for any confusion this may have caused and appreciate your understanding and cooperation in updating your records accordingly.

If you have any questions or need further assistance, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]