

# Personal Data Correction Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a correction to my personal data held by [Company/Organization Name].

My details are as follows:

- Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]

The specific details that require correction are as follows:

- Incorrect Information: [Describe the incorrect information]
- Correct Information: [Describe the correct information]

Enclosed with this letter are copies of documents that support my request for the correction.

Please let me know if you need any further information or additional documentation to facilitate this correction. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]