

Data Protection Request for Rectification

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Data Rectification

Dear [Recipient's Name],

I am writing to formally request the rectification of my personal data under Article 16 of the General Data Protection Regulation (GDPR). It has come to my attention that the following information is inaccurate or incomplete:

- **Incorrect Information:** [Describe the incorrect personal data]
- **Correct Information:** [Describe the correct personal data]

I kindly request that you rectify this information as soon as possible. Enclosed are copies of documents supporting my request for rectification.

Please confirm receipt of this request and inform me of any actions taken in response to my request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]