

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[Publication Name]

[Publication Address]

[City, State, Zip Code]

**Subject: Correction Request for Article Published on [Date]**

Dear [Recipient Name],

I am writing to request a correction regarding the article titled "[Article Title]" published in [Publication Name] on [Date]. The article contains incorrect statistics concerning [briefly describe the issue, e.g., "the unemployment rate in XYZ city"].

Specifically, the article states that "[insert the incorrect statistic]". However, the correct information is "[insert correct statistic]", as reported by [source of correct information] on [date]. This discrepancy could lead to misunderstandings among your readers regarding [describe the impact, e.g., "the economic situation in XYZ city"].

I believe that issuing a correction will help maintain the credibility of your publication and provide accurate information to your audience.

Please let me know if you require any further information or documentation to assist with this correction.

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

Sincerely,

[Your Name]