

Data Rectification Request

[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]

Dear [Recipient's Name],

I am writing to formally request a rectification of my personal data held by your organization.

My details are as follows:

- **Name:** [Your Full Name]
- **Date of Birth:** [Your Date of Birth]
- **Reference Number:** [Your Reference Number]

I have noticed that the following information is incorrect:

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

In accordance with applicable data protection laws, I request that you rectify my data as soon as possible.

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

Sincerely,

[Your Name]