

Employee Information Correction Request

To Whom It May Concern,

I am writing to request a correction to my employee information on record. Please find the details below:

Employee Name: John Doe

Employee ID: 123456

Current Address: 123 Main St, Cityville, ST 12345

Correct Address: 456 Elm St, Townsville, ST 67890

Please update my records at your earliest convenience. If you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

John Doe
Email: johndoe@example.com
Phone: (123) 456-7890