

# Amendment of Personal Records

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an amendment to my personal records that your organization maintains. The details that I believe require correction are as follows:

**Incorrect Information:**

[Describe the incorrect information]

**Correct Information:**

[Describe the correct information]

Please find attached [mention any supporting documents, if applicable] that substantiate my request for this amendment.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]