

Letter of Clarification on Personal Data Entry

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

Subject: Clarification on Personal Data Entry

I hope this letter finds you well. I am writing to clarify some concerns regarding the personal data entry that was submitted on [insert submission date]. It has come to my attention that there may be some discrepancies in the information provided.

The specific areas that require clarification are as follows:

- [Discrepancy 1: Description]
- [Discrepancy 2: Description]
- [Discrepancy 3: Description]

I kindly request that you review this matter and provide guidance on how to rectify these discrepancies. Ensuring the accuracy of personal data is important to me, and I appreciate your assistance in this matter.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]