

Correction Request for Personal Information

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a correction to my personal information held by [Company/Organization Name]. I have reviewed my records and noticed that my information is inaccurate. Specifically, the details that need correction are as follows:

Current Information	Correct Information
----------------------------	----------------------------

[Incorrect Information]	[Correct Information]
-------------------------	-----------------------

Please find attached any supporting documents which confirm my correct information. I would appreciate your prompt attention to this matter and kindly ask you to confirm once the correction has been made.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]