

Formal Request to Correct Personal Records

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient Name

Company/Agency Name

Address

City, State, Zip Code

Dear [Recipient Name],

I am writing to formally request the correction of personal records that I believe contain inaccuracies. My name is [Your Name], and my identification number is [Your ID Number]. I have noticed that the record associated with my file contains the following error(s):

- [Description of Error 1]
- [Description of Error 2]

I kindly ask for these corrections to be made to ensure the accuracy of my personal records. Enclosed are copies of documents that support my request. Please let me know if you require any further information to process this request.

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

Sincerely,

[Your Name]