

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 hope this message finds you well. I am writing to inquire about some incorrect information that I have noticed in [specify the document or system where the error is found]. The details are as follows:

Incorrect Information:

[Specify the incorrect information]

Correct Information:

[Provide the correct information]

I would appreciate your assistance in updating this information to ensure accuracy. If you require any further details or documentation to facilitate this process, please let me know.

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

Sincerely,
[Your Name]