

Request for Personal Information Correction

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[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 that is currently held in your records. The incorrect information is as follows:

- **Incorrect Information:** [Describe the incorrect information]
- **Correct Information:** [Describe the correct information]

As per [relevant data protection law or policy], I have the right to request corrections to my personal data. I kindly ask you to update my records accordingly.

Thank you for your attention to this matter. Please confirm once the correction has been made. If you need any further information to process this request, please do not hesitate to contact me.

Sincerely,

[Your Name]