

Update for Incorrect Personal Details

[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 hope this message finds you well. I am writing to request an update on my personal details that were recently found to be incorrect in your records.

The details that need correction are as follows:

- **Incorrect Detail:** [Incorrect Detail]
- **Correct Detail:** [Correct Detail]

I would appreciate your assistance in updating this information at your earliest convenience. If you require any further documentation or clarification, please do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]