

Correction Request for Public Record Discrepancies

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title/Department]

[Organization/Office Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request a correction to the public record associated with [specific public record name or number], as I have identified discrepancies that need to be addressed.

Details of the discrepancy:

- **Nature of Discrepancy:** [Describe the specific issue]
- **Incorrect Information:** [Describe what is currently recorded]
- **Correct Information:** [Describe what the correct information should be]

To support my request, I have included [mention any documents attached, if applicable]. I appreciate your prompt attention to this matter and look forward to your confirmation of the necessary corrections.

Thank you for your assistance.

Sincerely,

[Your Name]