

# Letter of Dispute for Public Record Inaccuracies

**Your Name**

Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

**Recipient's Name**

Recipient's Position  
Public Records Office Name  
Office Address  
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally dispute inaccuracies found in my public record, specifically [describe the record type, e.g., court records, property assessment, etc.], which is maintained by your office. The inaccuracies were observed on [date of observation] and pertain to [describe the specific details of the inaccuracies].

The correct information is as follows:

- [Detail 1]
- [Detail 2]
- [Detail 3]

I kindly request that you investigate this matter and correct the records accordingly. Attached are the relevant documents that support my claim, including [list of attached documents].

Thank you for your attention to this matter. I look forward to your prompt response and the resolution of this dispute.

Sincerely,  
[Your Name]