

Formal Appeal Regarding Public Record Mistake

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Office of Public Records]

[Office Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally appeal the inaccuracies found in my public records, which I believe have resulted from clerical errors.

On [insert date of records review], I obtained a copy of my public records and noticed the following discrepancies:

- [Describe the first mistake]
- [Describe the second mistake]
- [Describe any additional mistakes]

These errors have caused confusion and may negatively impact my [mention any relevant implications, e.g., financial, legal, etc.]. I kindly request that you review these discrepancies and amend the records as necessary.

Enclosed are copies of relevant documents supporting my claim. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]