

Inquiry into Public Record Errors

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Public Records Office

Office Address

City, State, Zip Code

Dear [Public Records Officer's Name],

I am writing to formally inquire about some discrepancies I have discovered in the public records maintained by your office. The specific records in question pertain to [describe the records and the nature of the errors].

As per the public records law, I believe I have the right to request accurate information. I kindly ask you to investigate these errors and provide me with corrections or explanations regarding the discrepancies mentioned.

Attached are copies of relevant documents supporting my claims, including [list any attachments].

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

Your Name