

Request for Amended Public Record Details

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an amendment to the public record regarding [specify the details of the record, e.g., your birth certificate, property deed, etc.] that I believe contains inaccuracies. The details of the record are as follows:

Record Type: [Type of Record]

Record Number: [Record Number if applicable]

Date of Record: [Date of Record]

The inaccuracies are as follows:

- [Specify the wrong detail and the correct detail]
- [Specify another wrong detail and the correct detail if needed]

Attached to this letter are copies of supporting documents that substantiate my request for these amendments. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]