

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

Human Resources Department
Company Name
Company Address
City, State, Zip Code

Dear [HR Manager's Name],

I am writing to request a correction in my employment history as it appears in your records. Upon reviewing my records, I noticed that there are discrepancies regarding my position and the dates of my employment.

Specifically, I would like to address the following details:

- **Position:** [Incorrect Position] to [Correct Position]
- **Employment Dates:** [Incorrect Dates] to [Correct Dates]

I believe this may have been an oversight, and I would appreciate it if you could update my employment records accordingly. Please let me know if you require any additional information or documentation to make these corrections.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]