Letter for Inaccurate Record Rectification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request a rectification of my records associated with [briefly describe the record, e.g., "my employment history", "my academic transcript", etc.].

It has come to my attention that there are inaccuracies in the documents dated [insert the date of the records]. Specifically, [describe the inaccuracies and provide correct information].

I kindly ask that you review this matter and make the necessary corrections at your earliest convenience. I have attached [mention any documents you are providing to support your request] for your reference.

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

Sincerely,

[Your Name]