

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Court or Agency Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an update to my judgment record concerning case number [Case Number]. The judgment was rendered on [Judgment Date], and I believe that certain information pertaining to this case is inaccurate or has since changed.

Specifically, I would like to request that you update [describe the specific information you wish to update or correct]. I have attached supporting documentation to assist in the review of my request.

Please let me know if you require any additional information or documentation to process this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]