

Letter Template for Amendment of Personal Details

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request an amendment to my personal details in your records. It has come to my attention that my information is incorrect. Below are the correct details:

Incorrect Information:

[Incorrect Detail 1]
[Incorrect Detail 2]

Correct Information:

[Correct Detail 1]
[Correct Detail 2]

Please update your records accordingly. Should you require any further information or verification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,
[Your Name]