

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

Recipient Name
Recipient Title
Company/Organization Name
Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally appeal for the rectification of my personal credentials that appear to have been recorded incorrectly in your system. My name is [Your Full Name], and my identification number is [Your ID Number].

Upon reviewing my profile, I noticed the following discrepancies: [List the discrepancies in detail]. These inaccuracies may adversely affect my [mention any relevant consequences, e.g., job application, admission process, etc.].

I have attached relevant documents that support my request for correction, including [list the documents attached, e.g., identification, certificates, etc.]. I kindly ask that you review this information and make the necessary amendments at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response and the rectification of my credentials.

Sincerely,

[Your Name]