

Letter of Clarification for Erroneous Personal Records

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 address an issue regarding some erroneous records pertaining to my personal information that I have recently discovered. It has come to my attention that the following information is incorrect:

- **Incorrect Information:** [Describe the incorrect information]
- **Correct Information:** [Provide the correct information]

It is crucial that my personal records are accurate, as they can impact [mention any potential consequences, e.g., employment opportunities, benefits, etc.]. I kindly request that you update my records accordingly to reflect the correct information listed above.

Please feel free to contact me if you need any further documentation or clarification regarding this matter. Thank you for your prompt attention to this important issue.

Sincerely,

[Your Name]