

Demand for Personal Data Adjustment

Dear [Recipient's Name],

I am writing to formally request an adjustment to my personal data that you hold. According to [relevant data protection law], I have the right to request corrections to my personal information if it is inaccurate or incomplete.

My details are as follows:

- **Name:** [Your Name]
- **Email:** [Your Email]
- **Phone Number:** [Your Phone Number]

The specific data that needs adjustment is:

- **Current Data:** [Current Incorrect Data]
- **Requested Correction:** [Correct Data]

Please confirm receipt of this request and inform me of the steps you will take to address this matter. I appreciate your prompt attention to this issue.

Thank you.

Sincerely,

[Your Name]
[Your Address]
[City, State, Zip Code]