

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

Recipient's Name  
Title  
Organization Name  
Organization Address  
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally request the editing of my personal records held by [Organization Name]. I have noticed that certain information in my records is inaccurate and requires correction.

Specifically, the information that needs to be amended is as follows:

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

I kindly ask that you review this information and make the necessary adjustments to ensure the accuracy of my records. I have attached supporting documents to verify the correct information.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]