

Notification for Personal Information Correction

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of a correction made to your personal information in our records.

Details of the correction are as follows:

- **Previous Information:** [Insert Previous Information]
- **Corrected Information:** [Insert Corrected Information]

If you have any questions or require further clarification, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Organization's Contact Information]