

Request for Correction of Personal Information

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a correction to my personal information as recorded by your organization. My details are as follows:

Full Name: [Your Full Name]

Account Number/ID: [Your Account Number or ID]

It has come to my attention that the following information is incorrect:

- **Incorrect Information:** [Details of Incorrect Information]
- **Correct Information:** [Details of Correct Information]

Please update my records accordingly. If you require any further information or documentation to assist with this correction, do not hesitate to contact me at the information provided above.

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

Sincerely,

[Your Name]