

# Rectification Letter

Date: [Insert Date]

To,  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address a data entry mistake discovered in our records concerning [specific details of the mistake, e.g., a numerical data entry, name, date, etc.]. The error occurred on [insert date of the error] and involves [brief description of the incorrect data].

Upon reviewing our records, we found that the correct information should be as follows:

- Correct Information: [Correct Data]
- Original Information: [Incorrect Data]

We sincerely apologize for any inconvenience this might have caused and assure you that we have taken the necessary steps to prevent similar errors in the future.

Thank you for your understanding. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions or require further assistance.

Warm regards,

[Your Name]  
[Your Title]  
[Your Company/Organization Name]  
[Your Contact Information]