

Vendor Details Correction Request

Date: [Insert Date]

To:

[Vendor Name]

[Vendor Address Line 1]

[Vendor Address Line 2]

[City, State, Zip Code]

Dear [Vendor Contact Name],

I hope this message finds you well. I am writing to request a correction in your vendor details in our records.

The following details need to be updated:

- **Old Detail:** [Insert Old Detail]
- **New Detail:** [Insert New Detail]

We appreciate your cooperation in this matter and ask that you confirm the correction at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]