

Letter of Demand for Rectification of Document Errors

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally demand the rectification of errors in the document titled "[Document Title]" dated [Date of Document]. It has come to my attention that the following discrepancies exist:

- [Error 1 Description]
- [Error 2 Description]
- [Error 3 Description]

These errors are causing [briefly explain the impact of these errors, if applicable]. I request that these inaccuracies be addressed promptly to avoid further complications.

For your reference, I have attached copies of the relevant documents highlighting the discrepancies.

Please provide a written confirmation of the rectification within [insert time frame, e.g., 14 days]. I appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position, if applicable]