

Notification of Document Correction Needed

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

We are writing to inform you that there are certain inaccuracies in the document titled "[Document Title]" submitted on [Submission Date].

Specifically, the following corrections are needed:

- [Detail of Correction 1]
- [Detail of Correction 2]
- [Detail of Correction 3]

Please review the document and make the necessary corrections at your earliest convenience. We appreciate your prompt attention to this matter, as it is essential for [reason, e.g., compliance, processing].

Should you have any questions or require further clarification, please do not hesitate to contact me.

Thank you for your immediate attention to this matter.

Sincerely,
[Your Name]
[Your Title]
[Your Organization]