

# Notification of Incorrect Information

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that we have identified some incorrect information submitted by you regarding [specific subject or information]. The details of the inaccuracies are as follows:

- [Detail of incorrect information 1]
- [Detail of incorrect information 2]
- [Detail of incorrect information 3]

Please review these details and provide us with the correct information at your earliest convenience to ensure that our records are accurate.

If you have any questions or need further assistance, feel free to contact us at [contact information].

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Organization]