

Letter of Concern Regarding Inaccurate Old Details

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my concern regarding some inaccurate details that have persisted in your records concerning my profile. It has come to my attention that the information pertaining to [specific old detail, e.g., my address, job title, etc.] is outdated and does not reflect my current situation.

To ensure that our communications remain effective and that my records are up-to-date, I kindly request that you review and correct the following details:

- Incorrect detail: [Old detail]
- Correct detail: [New detail]

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Thank you for your assistance.

Sincerely,

[Your Name]