

Your Name

Your Address

City, State, Zip Code

Email Address

Date

Recipient Name

Company/Organization Name

Company Address

City, State, Zip Code

Dear [Recipient Name],

I am writing to bring to your attention some discrepancies I have noticed regarding my personal information in your records. It has come to my notice that my information is incorrectly recorded as follows:

Incorrect Information:

- [Incorrect Detail 1]
- [Incorrect Detail 2]
- [Incorrect Detail 3]

Correct Information:

- [Correct Detail 1]
- [Correct Detail 2]
- [Correct Detail 3]

It is important for me to ensure that my personal information is accurate in your records. I kindly request that you update my information accordingly. If you require any further documentation to facilitate this process, please do not hesitate to contact me.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

Your Name

Your Phone Number