

Client Data Correction Request

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Company Name]

[Insert Company Address]

Dear [Insert Recipient Name],

I am writing to request a correction to the personal data you hold regarding my account. Please find the details below:

Current Information

Name: [Insert Current Name]

Email: [Insert Current Email]

Phone: [Insert Current Phone]

Corrected Information

Name: [Insert Corrected Name]

Email: [Insert Corrected Email]

Phone: [Insert Corrected Phone]

Thank you for your attention to this matter. I would appreciate your prompt action to update my records accordingly.

Sincerely,

[Insert Your Name]

[Insert Your Address]

[Insert Your Contact Information]