

# Letter of Demand for Amendment of Personal Records

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an amendment to my personal records held by your organization. I believe that there is an error in my records that needs to be corrected.

Specifically, the issue pertains to [describe the specific error or inaccuracies in your records, e.g., wrong name, incorrect date of birth, etc.]. This error has caused [mention any issues or inconveniences caused by the error].

According to [cite any relevant law or policy if applicable], I have the right to request that my personal information be amended to ensure its accuracy. I kindly ask that you review my request and update my records accordingly.

Enclosed are copies of [list any documents you are including to support your request, e.g., identification, legal documents]. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your cooperation.

Sincerely,

[Your Name]