

Subject: Request for Personal Data Revision

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a revision of my personal data held by your organization. My details are as follows:

Name: [Your Name]
Date of Birth: [Your Date of Birth]
Customer ID/Account Number: [Your Account Number]

I believe that certain aspects of my personal data are incorrect or outdated, and I would like to request that you review and update the following information:

- [Specify the incorrect or outdated information]
- [Specify the correct information or updates]

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

Sincerely,
[Your Name]