

Personal Records Alignment Request

To: Human Resources Department

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Date: [Insert Date]

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to formally request an alignment of my personal records maintained at [Organization Name]. It has come to my attention that some discrepancies may exist in my records, and I would like to ensure that all my information is accurate and up-to-date.

Below are the details that require verification:

- Full Name: [Your Full Name]
- Employee ID: [Your Employee ID]
- Position: [Your Position]
- Department: [Your Department]
- Contact Information: [Your Phone Number and Email Address]

Thank you for your attention to this matter. I am looking forward to your prompt response to help me align my records accurately.

Sincerely,

[Your Full Name]

[Your Signature (if sending a hard copy)]

[Your Job Title]