

Request for Information Correction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a correction to my information that is currently on file. Please note the details of the incorrect information:

- **Incorrect Information:** [Specify the incorrect information]
- **Correct Information:** [Specify the correct information]

I would appreciate your prompt attention to this matter. Please let me know if you require any further information or documentation to validate my request.

Thank you for your assistance.

Sincerely,

[Your Name]