

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Correction of Coverage Data

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a correction to the coverage data associated with my account, [Your Account Number or Reference], which I believe contains inaccuracies.

Upon reviewing the recent statement dated [Date of Statement], I noticed that the coverage data listed does not accurately reflect [specific details of the discrepancy]. This inconsistency may have implications for my coverage and claims process.

To assist in rectifying this issue, I have attached supporting documentation that outlines the correct coverage information. I kindly request that you review this information and update your records accordingly.

Thank you for your prompt attention to this matter. I would appreciate a confirmation of the receipt of this request and any updates on the status of my correction. Should you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Position, if applicable]