

# Request for Detail Correction

Date: [Insert Date]

To: [Retail Database Administrator's Name]

Company: [Retail Company Name]

Address: [Company Address]

Dear [Administrator's Name],

I hope this message finds you well. I am writing to request a correction in the retail database concerning my account details.

## Current Details:

**Name:** [Current Name]

**Email:** [Current Email]

**Phone Number:** [Current Phone Number]

## Correct Details:

**Name:** [Correct Name]

**Email:** [Correct Email]

**Phone Number:** [Correct Phone Number]

Thank you for your assistance in this matter. Please let me know if you require any further information.

Sincerely,

[Your Name]

[Your Contact Information]