

# Retail Database Information Correction Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

To: [Retail Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Request for Correction of Information in Retail Database

Dear [Name or Department],

I hope this message finds you well. I am writing to formally request a correction to the information associated with my account in your retail database.

Below are the details that need to be corrected:

- **Current Information:**
- Name: [Current Name]
- Email: [Current Email]
- Phone Number: [Current Phone Number]
- **Correct Information:**
- Name: [Correct Name]
- Email: [Correct Email]
- Phone Number: [Correct Phone Number]

I kindly request that you update your records accordingly to reflect the correct information. If you require any further documentation or information, please do not hesitate to contact me.

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

Sincerely,

[Your Name]