

Data Correction Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We would like to acknowledge the receipt of your request for data correction submitted on [Insert Date of Request]. We take data accuracy seriously and appreciate your efforts in bringing this matter to our attention.

We have reviewed your request and have made the necessary corrections to your data as follows:

- Old Data: [Insert Old Data]
- Corrected Data: [Insert Corrected Data]

Please feel free to reach out if you have any further questions or if you need any additional assistance.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]