

# Student Information Correction Request

Date: [Insert Date]

To: [Insert Recipient's Name]  
[Insert Institution's Name]  
[Insert Institution's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a correction to my personal information on file at [Insert Institution's Name]. My details are as follows:

- **Full Name:** [Insert Full Name]
- **Student ID:** [Insert Student ID]
- **Current Program:** [Insert Current Program]
- **Contact Information:** [Insert Email and/or Phone Number]

There appears to be an error regarding [specify the information that needs correction, e.g., name spelling, date of birth, etc.]. The correct information is as follows:

- **Correct Information:** [Insert Correct Information]

I kindly ask for your assistance in updating my records to reflect this correction. Please let me know if you require any further documentation or information to facilitate this process.

Thank you for your attention to this matter. I appreciate your help.

Sincerely,  
[Your Full Name]  
[Your Signature (if sending a hard copy)]  
[Your Contact Information]