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*USING THIS LETTER:*1. Fill in the areas that are marked with square brackets - [LIKE THIS].
2. Print and Sign.
3. Make a copy then post the letter.
4. Do NOT send this instruction page.

*WHEN TO USE THIS LETTER:*Use this letter to ask an agency to correct personal information about you.  |

[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[AGENCY’S NAME]

[AGENCY’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [AGENCY’S NAME]

**RE: CORRECTION OF PERSONAL INFORMATION**

I am writing to ask you to correct personal information about me held by your agency.

You hold the follow information about me:

[DESCRIBE THE INFORMATION THE AGENCY HOLDS]

This information is inaccurate in the following ways:

[DESCRIBE HOW IT IS INACCURATE]

Please confirm when the corrections have been made.

I look forward to hearing from you. Thank you for your help.

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]