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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 if:1. You have asked an agency to correct personal information about you
2. The agency has refused to correct the personal information
3. You want a statement to be put with the personal information explaining why you think the personal information is not correct
 |

[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[AGENCY’S NAME]

[AGENCY’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [AGENCY’S NAME]

**RE: STATEMENT TO CORRECT PERSONAL INFORMATION**

I am writing to ask that you attach a statement to personal information by your agency about me. I asked you to correct personal information held by you. Your agency refused to make the correction.

Please attach the following statement to the information you are unwilling to correct.

[INSERT STATEMENT YOU WANT ON THE INFORMATION]

Please ensure the statement is attached in a way that means it will always be read alongside the personal information.

Please tell me when you have complied with this request.

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]