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[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]