

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Subject: Data Rectification Request under GDPR

Dear [Recipient's Name],

I am writing to formally request the rectification of my personal data in accordance with Article 16 of the General Data Protection Regulation (GDPR).

Details of my personal information:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Email Address: [Your Email Address]

I have identified that the following information is inaccurate or incomplete:

- [Specify the inaccurate or incomplete data and what it should be corrected to]

Please rectify my data as soon as possible and confirm once the correction has been made. I would appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]