

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Record Maintenance Notification

I hope this letter finds you well. I am writing to formally request the maintenance of my records in your database concerning [specific records or details about the request].

For your reference, my details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Reference Number (if applicable): [Your Reference Number]

Please ensure that all information relevant to my profile is accurate and up-to-date. If there are any discrepancies, do not hesitate to reach out, and I will provide the necessary documentation.

Thank you for your attention to this matter. I appreciate your assistance and look forward to your confirmation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position/Title (if applicable)]