

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

[Date]

[Recipient Name]
[Recipient Title/Department]
[Organization Name]
[Address]
[City, State, Zip Code]

Subject: Formal Request for Correction of Property Description - [Property Address/Parcel Number]

Dear [Recipient Name],

I am writing to formally request a correction to the property description currently on file for the property located at [Full Property Address].

Upon reviewing the recent [Deed/Tax Assessment/Listing], I noticed the following inaccuracies:

Current Incorrect Description:

[Insert the incorrect information here, e.g., wrong acreage, incorrect square footage, or boundary errors]

Correct Description:

[Insert the correct information here]

To support this request, I have attached copies of the following documents:

- [List Document 1, e.g., Certified Survey Map]
- [List Document 2, e.g., Title Policy or Previous Deed]
- [List Document 3, e.g., Appraisal Report]

Please update your records to reflect the accurate information at your earliest convenience. Once the correction has been processed, please provide me with a written confirmation or an updated copy of the document.

Thank you for your prompt attention to this matter. If you require any further information, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]