

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

[Date]

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

Subject: Request for Correction of Visit Date and Time

Dear [Recipient Name],

I am writing to formally request a correction to the recorded date and time of my recent visit to [Location/Facility Name].

According to my records, the visit is currently documented as occurring on [Incorrect Date] at [Incorrect Time]. However, I visited your premises on [Correct Date] at [Correct Time].

I have attached [Mention Documentation, e.g., a receipt, check-in log, or confirmation email] to verify the actual timing of my visit. This correction is important for [Mention Reason, e.g., insurance billing, attendance records, or legal documentation].

Please update your records to reflect the accurate information and provide a confirmation once the change has been made.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]