

Clerical Error Rectification Letter

Date:

To,
The [Designation],
[Department/Organization Name],
[Address].

Subject: Application for Rectification of Clerical Error

Respected Sir/Madam,

I, , am writing to kindly request the rectification of a clerical error that occurred in . The mistake pertains to .

I kindly request you to correct the above-mentioned error and update your records accordingly.

Thank you for your prompt attention to this matter.

Yours faithfully,