

Typographical Mistake Rectification

To,
The [Name/Title of Authority/Office],
[Name of Institution/Organization]
[Address]

Subject: Rectification of Typographical Mistake

Respected Sir/Madam,

I, hereby, wish to bring to your kind notice that a typographical mistake has been found in the following document:

Document Name:

Document Number/ID:

Date of Issue:

The mistake appears in the following part/section:

Incorrect Detail:

Should be Corrected to:

I kindly request you to rectify the typographical mistake at the earliest and issue a corrected document.

Thank you for your attention to this matter.

Yours sincerely,

Date: