

Correction, Addition, or Partial Deletion Request Form

Date: _____

To: [Company Name]

[Company Address]

[Company Contact Information]

Subject: Request for Correction, Addition, or Partial Deletion of Personal Information

I, [Your Name], am submitting a request regarding my personal information held by [Company Name].

1. Personal Information Details:

- Name: _____
- Address: _____
- Phone Number: _____
- Email: _____
- Date of Birth: _____

2. Request Type: (Please check all that apply)

- ☐ Correction
- ☐ Addition
- ☐ Partial Deletion

3. Details of the Request:

- Please describe the necessary changes: _____

I understand that any personal information provided will be handled according to your privacy policy.

Signature: _____