

**FORM 8.10 Sample Privacy Act Request to Amend Records Letter<sup>5</sup>**

Privacy Act and Freedom of Information Act Officer

Name of Agency

Address of Agency

City, State, Zip Code

Re: Privacy Act Request to Amend Records

Dear \_\_\_\_\_:

This is a request under the Privacy Act to amend records about myself maintained by your agency.

I believe that the following is not correct: [Describe the incorrect information as specifically as possible.]

The information is not (accurate) (relevant) (timely) (complete) because (provide details you would want an agency official to consider when reviewing your request.)

[Optional] Enclosed are copies of documents that show that the information is incorrect.

[Optional] I also include a telephone number at which I can be contacted during the hours of \_\_\_\_\_, if necessary, to discuss any aspect of my request.

I request that the information be [deleted] [changed to read:].

Thank you for your consideration of this request.

Sincerely,

Name

Address

City, State, Zip Code

Telephone number [Optional]

5. This form is from A Citizen's Guide on Using the Freedom of Information Act and the Privacy Act of 1974 to Request Government Records, prepared by the Committee on Government Operations, HR Rep. No. 109-226 (2005).