

[Your Name]
{Your Address of Record with VA}
[Your Date of Birth]
[Your Social Security Number]

[Today's Date]

ATTN: Privacy Officer
[Your VA Medical Center (VAMC)] or [Your VA Health Care System (VAHCS)]
[Full mailing address for your VAMC or VAHCS]

Greetings:

I discovered an error in my VA medical records. The error is in this note
(printed copy also enclosed):

[Clinic] [Provider] [Date] [Time of appointment]

Here is the part I would like corrected: "[print or type the mistake]".

Please correct to: "[print or type how it should have been written.]"

I understand that I have the right to request an amendment of records
pertaining to me,¹ and that you will notify me within 10 business days that
you have received my request.²

Thank you.

Best Regards,

[signature]

[Print or type name]

cc: Chief, Health Information Management Service, [VA Medical Center (VAMC)]
or [VA Health Care System (VAHCS)]

Encl. Printed copy of [description and date of notes].

¹ Amendment of records, 38 C.F.R. § 1.579 (2019).

² Veterans Health Admin., Dep't Veterans Aff., Right to Request Amendment of Records—
Time Frames, VHA Directive 1605.01 at 28, sec. 8, pt. a, no. 7 (2016).