SEND TO THE SECTION OR MANAGING EDITOR, NOT THE REPORTER.

Newspaper Update Request Template

Short, specific, and calm. Replace every bracketed field before sending.

> **Subject: Request to update [article headline], published [date]**
>
> Dear [Editor's name],
>
> My name is [full name]. I am writing about your article "[headline]," published on [date] at [URL].
>
> The article states that [specific statement]. [That statement is incorrect / The case has since been resolved]. [Explain the correct fact or the outcome in one or two sentences.]
>
> I have attached [document name, such as the dismissal order dated (date)], which confirms this.
>
> I am respectfully asking that you [add an update noting the outcome / correct the error / remove my name / remove my home address]. I understand the importance of an accurate public record, and I believe this change would make the story complete.
>
> I am happy to answer any questions or provide additional documents. I can be reached at [phone] or at this email address.
>
> Thank you for considering this request.
>
> [Full name]

Pick your strongest argument and the matching ask

1. Factual error
Evidence: Attach the record that proves the correct fact.
Ask: A correction and an update note.

2. Case dropped, dismissed, or expunged
Evidence: Attach the dismissal, acquittal, or expungement order.
Ask: An update stating the outcome, at the top.

3. Safety risk
Evidence: Attach a protective order or police report.
Ask: Removal of the address, photo, or detail.

4. Old and no longer newsworthy
Evidence: Attach anything showing it was resolved.
Ask: An update or name removal.

Before you send, and after

- [ ] Send it from your real name and address, never an anonymous one.
- [ ] No legal threat and no offer of money in this email.
- [ ] Wait at least two weeks, then send one short follow-up.
- [ ] Still no answer? Try the managing editor.