

Job Application - Missing ID Proof

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally submit my job application for the [Job Title] position at [Company's Name]. I have completed all required documents; however, I seem to have inadvertently omitted my ID proof from the application package.

I apologize for this oversight and would like to assure you that I will send the necessary identification documentation at my earliest convenience. Please let me know if there is a preferred method for submission or if you require any additional information in the meantime.

Thank you for your understanding. I look forward to the opportunity to discuss my application further.

Sincerely,

[Your Name]