Correction to Employment Application

Date: [Insert Date]

To: [Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to formally correct an error in my employment application submitted on [Insert Submission Date].

Upon reviewing my application, I noticed that [insert specific error or incorrect information]. The correct information is as follows:

[Insert Correct Information]

I apologize for any confusion this may have caused and appreciate your understanding. Thank you for considering this correction.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]