Job Application Name Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 request an adjustment to my name as it appears on my job application for the position of [Job Title].

Due to [reason for name adjustment], I would like to request that my name be reflected as [Correct Name] in all company records and correspondence moving forward.

I appreciate your attention to this matter and apologize for any inconvenience this may cause. Please let me know if you require any documentation or further information.

Thank you for your understanding.

Sincerely,

[Your Name]