

Job Application Name Amendment

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 request an amendment to my name as it appears on my job application submitted for the position of [Job Title] on [Submission Date]. Due to [reason for amendment, e.g., marriage, legal name change], I would like to update my name to [New Name].

I apologize for any inconvenience this may cause and appreciate your understanding in this matter. I believe this change will ensure that all my application materials are consistent and accurate.

Thank you for your attention to this matter. I look forward to your confirmation of this name amendment. If you require any further information or documentation, please do not hesitate to contact me.

Sincerely,

[Your Name] (formerly [Old Name])