

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Hiring Manager's Name  
Company's Name  
Company's Address  
City, State, Zip Code

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name]. I noticed a discrepancy in my previous application regarding my name. It was mistakenly entered as [Incorrect Name] instead of [Correct Name]. I want to ensure that my application is accurately represented and that I am considered for this opportunity.

I have attached my updated resume and cover letter for your review. I appreciate your understanding and look forward to the opportunity to discuss my qualifications.

Thank you for your attention to this matter.

Sincerely,  
[Correct Name]