

Job Application Name Rectification

To,

The Hiring Manager,
[Company Name]
[Company Address]
[City, State, Zip Code]

Date: [Insert Date]

Subject: Request for Name Rectification in Job Application

Dear [Hiring Manager's Name],

I am writing to request a correction regarding my name in my recent job application for the position of [Job Title] submitted on [Submission Date].

My name has been mistakenly written as [Incorrect Name] and should be rectified to [Correct Name]. I genuinely appreciate your attention to this matter.

Thank you for your understanding. I look forward to your prompt response regarding this correction.

Sincerely,
[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]