

Request for Name Reissue in Job 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 request the reissue of my name in connection with my job application for the [Job Title] position submitted on [Submission Date].

Due to [reason for name change/reissue, e.g., legal name change, typo, etc.], I would appreciate your assistance in updating my application records to reflect my correct name: [Your Correct Name].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Full Name]
[Your Contact Information]
[Your Email Address]