

Application Correction Notification

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of a correction needed in my previous application submitted on [Insert Submission Date] for the [Insert Position/Program Name].

The details that require correction are as follows:

- **Incorrect Information:** [Describe incorrect information]
- **Correct Information:** [Describe correct information]

I apologize for any inconvenience this may cause and appreciate your understanding in this matter. I kindly request that you update my application with the corrected information.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]