Application Inaccuracy Correction Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a correction to an inaccuracy in my application submitted on [Submission Date] for the [Position/Program Name]. After reviewing my application, I noticed that [describe the specific inaccuracy], which may have influenced the evaluation of my application.

To rectify this, I have attached the necessary documentation that supports my request. I kindly ask you to review this information and update my application accordingly.

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

Sincerely,

[Your Name]