

# Application Mistake Rectification

Date: [Insert Date]

To,  
[Recipient's Name]  
[Recipient's Position]  
[Organization's Name]  
[Organization's Address]

Subject: Request for Rectification of Mistake in Application

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the rectification of an error in my application submitted on [Insert Submission Date] for the [Insert Position/Program Name].

While filling out my application, I regret to inform you that I made a mistake in the [specify the exact section, e.g., 'date of birth', 'contact information', etc.]. The incorrect information provided was [insert the incorrect information], and the correct information should be [insert correct information].

I have attached relevant documents to support my request for correction. I kindly ask you to update my records accordingly and confirm if further action is required from my side.

Thank you for your understanding and support in this matter. I look forward to your prompt response.

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