

Subject: Inquiry Regarding Offer Letter Correction

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to bring to your attention a discrepancy I noticed in my offer letter dated [Insert Offer Date].

The issue is as follows:

- Incorrect detail: [Specify the incorrect detail]
- Correct detail: [Specify the correct detail]

I kindly request your assistance in rectifying this matter at your earliest convenience. If you need any further information from my end, please let me know.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Contact Information]

[Your Position/Applied Position]