

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organization's Name]
[Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to address an error that occurred while submitting my application for [specific program/job title] on [date of application submission].

Despite my best efforts, I encountered [describe the specific error, e.g., "a technical issue that prevented me from uploading my resume"]. I have attached [any relevant documents/screenshots] for your reference. I sincerely apologize for any inconvenience this may have caused and respectfully request your assistance in resolving this issue. I am very eager to be considered for this opportunity and would greatly appreciate any guidance on how to correct my application.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]