

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Admission Office Name]
[University/College Name]
[Address]
[City, State, Zip Code]

Dear [Admission Office/Specific Person's Name],
Subject: Request for Correction of Admission Application Error
I hope this message finds you well. I am writing to formally address an error I made in my admission application submitted on [date of application].

The mistake involves [briefly explain the mistake, e.g., incorrect information, missing documents]. I sincerely apologize for any inconvenience this may have caused.

To rectify this situation, I have attached [mention any supporting documents or information you are including]. I kindly request that you update my application accordingly.

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

Warm regards,

[Your Name]
[Your Student ID (if applicable)]