

Subject: Appeal for Job Title Elevation

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally appeal for an elevation in my job title from [Current Job Title] to [Desired Job Title]. I believe that my contributions and the value I bring to the team warrant this change.

Since my joining on [Joining Date], I have successfully [mention specific achievements or responsibilities that support your case]. Furthermore, I have taken on additional responsibilities such as [list any additional duties or projects], which align with the expectations of [Desired Job Title].

Given these factors, I believe that an elevation in my job title would not only reflect my current contributions but also motivate me to continue striving for excellence in our team. I am eager to discuss this matter further and am open to any feedback you may have.

Thank you for considering my appeal. I look forward to your response.

Sincerely,

[Your Name]

[Your Current Job Title]

[Your Contact Information]