

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Petition for Role Enhancement

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a review of my current role as [Your Current Position] and to propose a potential enhancement that aligns with my professional growth and our team's objectives.

Over the past [duration], I have taken on additional responsibilities such as [list specific responsibilities]. I believe that my contributions have positively impacted our team's performance and overall goals.

Based on my analysis of industry standards and my expanded skill set, I propose an enhancement of my role to [Proposed New Role or Title]. This change would not only reflect my current contributions but also position me to contribute even more effectively to our team's success.

I would appreciate the opportunity to discuss this proposal further and explore any potential adjustments that could be made. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Job Title]