

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a reclassification of my current position to reflect the expanded responsibilities I have undertaken since my promotion to [Your Current Position] on [Date of Promotion].

Over the past [Duration], I have taken on additional duties such as [List of Additional Responsibilities]. These new challenges have allowed me to contribute significantly to our team's success and align my work more closely with the goals of our department.

Given these expanded responsibilities, I believe that a review and adjustment of my job classification and salary would be appropriate. Based on my research and conversations with colleagues in similar roles, I have found that the current classification does not accurately reflect the scope of my work.

I am committed to delivering exceptional results in my role and am optimistic about the future contributions I can make to [Company's Name]. I would appreciate the opportunity to discuss this matter further and am happy to provide more details regarding my expanded role.

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

Sincerely,

[Your Name]