

# Employment Record Enhancement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request an enhancement to my employment record concerning my time at [Company's Name].

During my tenure from [Start Date] to [End Date], I had the opportunity to [briefly describe your role, responsibilities, and significant contributions]. However, it has come to my attention that certain achievements and responsibilities may not be adequately captured in my record.

I would greatly appreciate it if you could review my employment record and consider including the following enhancements:

1. [Enhancement 1]
2. [Enhancement 2]
3. [Enhancement 3]

These adjustments will not only reflect my contributions accurately but also aid in my future career prospects.

Thank you for considering my request. I am looking forward to your positive response.

Sincerely,

[Your Name]