

Request for Job Requirement Modifications

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to request modifications to the job requirements for the position of [Job Title] that was recently posted on [where you found the job listing].

After carefully reviewing the job description, I believe that some adjustments could better align the requirements with the skills and qualifications needed for the role. Specifically, I would like to discuss the following points:

- [Modification 1 - explanation]
- [Modification 2 - explanation]
- [Modification 3 - explanation]

I firmly believe that these changes would enhance the overall effectiveness of the hiring process and ensure that the selected candidate excels in the role.

I appreciate your time and consideration of this request. I am looking forward to your response.

Thank you.

Sincerely,

[Your Name]