

# Letter of Assignment Reclassification

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a review and reclassification of my current assignment as [Current Position Title] to [Proposed Position Title]. This request is based on [briefly explain the reasons for reclassification].

Over the past [duration], I have taken on additional responsibilities such as [list key responsibilities or projects], which have significantly contributed to [mention relevant achievements, team goals, or company objectives]. Given these circumstances, I believe that a reclassification to [Proposed Position Title] would more accurately reflect my current contributions and duties.

I appreciate your consideration of this request and am open to discussing this matter further at your earliest convenience. Thank you for your attention to this important matter.

Sincerely,

[Your Name]  
[Your Current Position Title]  
[Department]  
[Company/Organization Name]  
[Email Address]  
[Phone Number]