

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Change in Professional Title

Dear [Recipient's Name],

I am writing to officially inform you of a change in my professional title. As of [Effective Date], my new title will be [New Title]. This change reflects my evolving role within the company and my commitment to [Briefly explain reason, if applicable].

Please update your records accordingly. I am looking forward to continuing my work in this new capacity and contributing to the success of our team.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Current Title]