

Job Title Clarification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Clarification of Job Title

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding my job title as it pertains to my current role within the organization.

As per my understanding, my responsibilities include [briefly describe your responsibilities]. However, I have noticed some discrepancies regarding my official job title, which is currently listed as [Current Job Title].

Given my skill set and the tasks I perform, I believe that a more accurate title would be [Proposed Job Title]. This adjustment would better reflect my contributions to the team and align with industry standards.

I would appreciate your input on this matter and would love to discuss this at your earliest convenience. Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]