

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an increase in my job duties within the [Your Department] at [Company Name]. Since joining the team [duration of employment], I have greatly enjoyed my role and have felt a strong commitment to contributing to our company's success.

Over the past [specific time period], I have taken on additional responsibilities such as [list specific tasks and projects]. These experiences have allowed me to gain valuable insights and develop my skills further. I believe that expanding my job responsibilities will not only enhance my professional growth but also enable me to provide even greater value to our team.

I kindly ask you to consider this appeal for increased job duties, as I am eager to take on new challenges and contribute to our projects more significantly. I would be happy to discuss this matter at your convenience and explore how I can best support the goals of our team and company.

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

Sincerely,
[Your Name]