

Letter of Appeal for Role Clarification

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal for clarification regarding my current role and responsibilities within [Department/Team Name].

It has come to my attention that there are some discrepancies in the expectations set forth for my position as [Your Job Title]. I believe a clear understanding of my role is essential for both my performance and our team's overall success.

Specifically, I would appreciate clarification on the following points:

1. [Specific Point #1]
2. [Specific Point #2]
3. [Specific Point #3]

I am committed to fulfilling my responsibilities effectively and contributing positively to our team. I believe that addressing these uncertainties will enhance my productivity and collaboration with my colleagues.

Thank you for your attention to this matter. I look forward to discussing this with you soon.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]