

Letter of Demand for Position Specification Review

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Review of Position Specifications

Dear [Recipient Name],

I am writing to formally request a review of the position specifications for [Job Title] within [Department/Team]. It has come to my attention that the current specifications may not accurately reflect the duties, responsibilities, and qualifications necessary for the role.

Given the evolving demands of our work environment and the importance of aligning expectations for this position, I believe a comprehensive review is imperative. A revised position specification will help ensure clarity in responsibilities and facilitate a more effective recruitment and performance evaluation process.

I would appreciate the opportunity to discuss this matter further and explore potential revisions that could enhance the effectiveness of this role. Please let me know a convenient time for us to meet or if you require additional information from my side.

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

Sincerely,

[Your Name]