

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to inquire about the recent changes in job duties within our department. I would like to gain a better understanding of the specific alterations that have been made and how they may impact my role and responsibilities.

Could we arrange a time to discuss this matter further? I believe that a conversation would help clarify my concerns and align my efforts with the team's objectives.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]