

Letter of Clarification for Job Title

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to clarify the job title for the position I applied for at [Company Name] on [Date of Application]. I noticed that the title mentioned in the job listing was [Job Title] while my application indicated my interest in the [Different Job Title].

I believe my skills in [mention relevant skills or experiences] align more closely with the expectations for the [Different Job Title] position, and I wanted to ensure that my application reflects this intent.

Thank you for your attention to this matter. I appreciate the opportunity to clarify and look forward to the possibility of contributing to your team.

Best regards,

[Your Name]