

Letter of Modification for Job Application Title

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a modification to the job title on my recent job application submitted on [Submission Date].

After careful consideration, I believe that adjusting the job title to [New Job Title] would more accurately reflect my skills and the contributions I can make to your team.

Thank you for considering my request. I am very enthusiastic about the opportunity to work at [Company's Name] and am looking forward to your response.

Sincerely,

[Your Name]