

Request for Job Application Title Amendment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 an amendment to the title of my job application submitted on [Date of Application Submission]. I applied for the position of [Current Job Title] but wish to amend it to [Desired Job Title].

This change reflects my qualifications and the specific responsibilities I believe align more closely with the role. I appreciate your understanding and consideration of my request.

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

Sincerely,

[Your Name]