

# Letter of Appeal for Job Title Reassessment

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

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

Dear [Recipient Name],

I am writing to formally appeal for a reassessment of my current job title, [Your Current Job Title], due to [briefly state the reason for the reassessment, e.g., increased responsibilities, changes in job scope, etc.].

Over the past [duration], I have taken on additional responsibilities including [list key responsibilities or achievements that support your appeal]. These contributions have not only enhanced my professional development but also have added significant value to our team and company.

Given these changes, I believe it is an appropriate time to reconsider my current job title to better reflect my role and contributions. I would appreciate the opportunity to discuss this matter further and explore potential adjustments to align my title with my responsibilities.

Thank you for considering my appeal. I look forward to your favorable response.

Sincerely,  
[Your Name]