

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

Recipient Name
Recipient Title
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a revision of my current job title from [Current Job Title] to [Proposed Job Title].

Since joining [Company Name] on [Start Date], I have taken on additional responsibilities and contributed to various projects, including [Briefly Mention Notable Contributions]. I believe that a revision of my job title would more accurately reflect my role and contributions to the team.

I have conducted research on industry standards for similar positions and have found that the proposed title aligns better with the scope of my work and responsibilities.

I appreciate your consideration of my request and would welcome the opportunity to discuss this matter further at your convenience.

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

Sincerely,
[Your Name]