

Dear [Manager's Name],

I hope this message finds you well. I am writing to inquire about the possibility of adjusting my job title to better reflect my current responsibilities and contributions to the team.

As my role has evolved over the past few months, I believe that a title adjustment would not only align with my duties but also enhance the clarity of my position within the department.

I would appreciate the opportunity to discuss this matter with you at your earliest convenience. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]