

Letter of Demand for Job Duties Information

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 detailed information regarding my job duties as [Your Job Title] at [Company's Name]. This information is essential for my understanding of the expectations and responsibilities associated with my position.

Specifically, I would appreciate clarification on the following points:

- [Point 1]
- [Point 2]
- [Point 3]

Having this information will not only assist me in fulfilling my role more effectively but also contribute to my professional development.

I would appreciate a response by [Insert a Specific Date] to ensure timely correspondence on this matter.

Thank you for your attention to this request. I look forward to your prompt reply.

Sincerely,

[Your Name]