

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]

Dear [Hiring Manager Name],

Thank you for offering me the position of [Offered Job Title] at [Company Name]. I am very excited about the opportunity to join your team and contribute to the success of [Specific Department or Project].

Before I formally accept, I would like to discuss the proposed job title. Based on the scope of responsibilities we discussed during the interview process, as well as my [Number] years of experience in [Industry/Field], I would like to request that the title be adjusted to [Requested Job Title].

I believe this title more accurately reflects the level of leadership and strategic input required for this role. Additionally, it aligns more closely with industry standards for the duties I will be performing, such as [Mention 1-2 key responsibilities].

I am confident that this adjustment will position me effectively to represent [Company Name] when working with external partners and internal stakeholders. Everything else in the offer, including the compensation and benefits, is aligned with my expectations.

I am very eager to join the team and look forward to hearing your thoughts on this request.

Sincerely,

[Your Signature]

[Your Printed Name]