

[Your Name]
[Your Current Job Title]
[Date]

[Manager's Name]
[Manager's Title]
[Company Name]

Subject: Proposal for Strategic Role Elevation: [Proposed New Title]

Dear [Manager's Name],

I am writing to formally propose an elevation of my current role to [Proposed New Title]. Over the past [Number] months, my responsibilities have evolved beyond my initial job description to include higher-level strategic contributions that directly impact [Department/Company] goals.

Key achievements and expanded responsibilities include:

- [Achievement 1: Impact on revenue, efficiency, or growth]
- [Achievement 2: Leadership of a specific project or team]
- [Achievement 3: Strategic decision-making or specialized expertise]

In this elevated capacity, I intend to focus on several strategic initiatives to drive further value, such as [Initiative 1] and [Initiative 2]. This transition will allow me to better align my daily output with the long-term vision of the company.

I have attached a revised job description and a summary of my performance metrics for your review. I would welcome the opportunity to discuss how this shift in scope will support our upcoming objectives for the fiscal year.

Thank you for your continued support and for considering this evolution of my role.

Best regards,

[Your Signature]
[Your Printed Name]