

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

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

Dear [Manager's Name],

I am writing to formally request a review of my current job title. Based on my contributions over the past [Time Period] and the increased responsibilities I have assumed, including [List 1-2 key responsibilities], I would like to propose an advancement of my title to [New Requested Title].

I want to clarify that my primary goal with this request is to ensure my professional designation accurately reflects my current level of authority and the scope of my work within the industry. I am seeking this title change as a recognition of my growth and commitment to the company, and I am not requesting a salary increase at this time.

I believe this update will better represent our team's structure to external partners and improve my effectiveness in my role. I am eager to continue contributing to the success of [Company Name] and would welcome the opportunity to discuss this further.

Thank you for your time and for supporting my professional development.

Sincerely,

[Your Signature]
[Your Printed Name]