

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for JGB Adjustment

I hope this letter finds you well. I am writing to formally request an adjustment in my current job grade band (JGB).

[Briefly explain the reason for your request, including any relevant details such as changes in responsibilities, accomplishments, or comparisons to industry standards.]

I believe that an adjustment is warranted due to [specific reasons]. I have been committed to [mention your contributions, projects, or efforts] and have consistently aimed to exceed expectations in my role.

I would greatly appreciate the opportunity to discuss this matter with you further. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title]