

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Job Task Analysis (JTA)

I hope this message finds you well. I am writing to formally request a Job Task Analysis (JTA) for [specific job title or job function] within our organization. This analysis is crucial for evaluating the current tasks, responsibilities, and competencies required for this position.

The primary objectives of the JTA are to:

1. Identify key job tasks and their frequency.
2. Assess necessary skills and knowledge for effective performance.
3. Establish a basis for training, performance evaluation, and job descriptions.

We believe that a comprehensive JTA will enable us to enhance productivity and employee satisfaction. We would greatly appreciate your expertise in this matter and would like to schedule a time to discuss this further.

Thank you for your attention to this request. I look forward to your timely response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization]