

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request that my job status as [Your Job Title] be upheld.

Over the past [duration of employment], I have consistently contributed to [specific examples of your contributions and achievements]. I believe these efforts have positively impacted the team's goals and the overall success of the company.

I understand that [mention any concerns or circumstances that led to questioning your job status], but I am fully committed to addressing these and continuing to grow in my role.

I appreciate your consideration of my request and would welcome the opportunity to discuss this matter further.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]  
[Your Job Title]