Date:

To: Recipient’s name

From: Sender’s name

**Subject: critical position justification letter**

Respected Sir,

For the past few months, I have been noticing that the company is not producing high-quality content for publishing in the newspaper. The written material our company is producing usually has errors and many publishers have returned to use our material due to this.

Earlier, the company had a small setup, and any in the company would sit and edit the content to make it meet the needs of the publisher. However, now the size of the company has increased so much and we receive many requests from publishers in a single day. When we have pressure to produce more content, we make the material with lots of errors and there is no one available now for editing and proofreading.

According to me, the company needs a competent and experienced copy editor. For this purpose, a vacancy for a content editor should be created. The candidate who will be hired on this post should be able to proofread the content thoroughly to make it free from mistakes. This way, we will be able to produce quality content and the reputation of the company will also not be affected.

I hope that you will pay attention to my request and take the necessary steps to establish a new position in the company.

Regards,

Signatures of the sender

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