

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

Dear [Manager's Name],

I hope this message finds you well. I would like to take this opportunity to discuss my current salary and the contributions I have made to

[Company's Name] since my start date on [Start Date].

Over the past [duration of employment], I have taken on several responsibilities that I believe have significantly benefited our team, including:

- [Achievement/Responsibility 1]
- [Achievement/Responsibility 2]
- [Achievement/Responsibility 3]

Given these contributions and the market standards for my role, I would like to propose a salary adjustment to [proposed salary]. According to my research, this figure aligns with industry benchmarks and reflects the value I bring to the team.

I am committed to [Company's Name] and look forward to continuing to contribute to our success. I would appreciate the opportunity to discuss this matter further at your convenience.

Thank you for considering my request.

Sincerely,

[Your Name]