

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

[Recipient's Name]
[Recipient's Title]
[Company's Name]
[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss my current salary and potential adjustments based on my contributions and market research.

Since joining [Company's Name] on [Your Start Date], I have taken on [specific responsibilities or projects] that have [positive impacts/results]. I believe my skills and performance contribute significantly to the team's success, and I would like to explore the possibility of a salary adjustment that reflects my contributions and market standards.

According to my research, the average salary for my position in our industry is [research data/statistics], suggesting room for adjustment.

I appreciate your consideration and look forward to discussing this matter further. Thank you for your time.

Sincerely,

[Your Name]
[Your Job Title]