

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

[HR Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to formally discuss my current compensation package and explore the possibility of a salary negotiation.

Since joining [Company's Name] on [start date], I have taken on various responsibilities and contributed to several projects that have resulted in [mention specific achievements or contributions]. Given my contributions and the current industry standards, I believe that a review of my salary is warranted.

I have done some research on the typical salary range for my position, and I would appreciate the opportunity to discuss my compensation in relation to my performance and the market trends.

Thank you for considering my request. I look forward to your response and hope to arrange a time for us to discuss this further.

Best regards,

[Your Name]  
[Your Job Title]  
[Your Department]