

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

Dear [Manager's Name],

I hope this message finds you well. I would like to take the opportunity to express my gratitude for the support and guidance I have received during my time at [Company Name], particularly in my role as [Your Job Title].

Having contributed to [specific projects or responsibilities], I have gained valuable experience and have been able to achieve [mention specific accomplishments or metrics]. As I reflect on my contributions and the evolving responsibilities of my role, I would like to discuss my current salary and the potential for an adjustment.

Based on my research and understanding of industry standards, as well as my growing skill set and contributions to the team, I believe a salary adjustment to [proposed salary range] would be more in line with my role and the value I bring to [Company Name].

I appreciate your consideration of this matter and would be happy to discuss this further at your convenience. Thank you for your time, and I look forward to your response.

Sincerely,
[Your Name]