

[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 am writing to formally request a salary adjustment based on [specific reasons such as increased responsibilities, performance achievements, market salary rates, etc.]. Over the past [duration] at [Company's Name], I have [list key achievements, responsibilities, or contributions]. These contributions have [describe how your work has positively impacted the team or company].

Upon researching current market rates for my position, I found that my current salary is below the average for similar roles in our industry. According to [source], the average salary for [your position] is [average salary].

I believe that an adjustment to my salary would more accurately reflect my contributions and align with industry standards. I am committed to continuing to add value to our team and am hopeful for your understanding in reviewing this request.

Thank you for considering my request. I would appreciate the opportunity to discuss this matter further at your convenience.

Sincerely,

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