

[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 discuss my current salary and to explore the possibility of a salary adjustment that reflects my contributions and growth within the company.

Over the past [length of time], I have taken on additional responsibilities, including [mention specific tasks, projects, or achievements]. These efforts have resulted in [detail any positive outcomes, such as increased revenue, improved efficiency, or other measurable results].

Given my contributions and the evolving market standards, I would like to propose a salary increase to [desired salary amount or percentage]. I believe this adjustment would better align my compensation with my current role and the value I bring to our team.

I would greatly appreciate the opportunity to discuss this further and look forward to your feedback. Thank you for considering my request.

Sincerely,
[Your Name]