

[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 my performance, contributions to the team, and market salary standards.

Since joining [Company's Name] on [Start Date], I have taken on numerous responsibilities and have consistently aimed to exceed expectations.

Specifically, I would like to highlight the following achievements:

- [Achievement 1: Description of the project/task and outcome]
- [Achievement 2: Description of the project/task and outcome]
- [Achievement 3: Description of the project/task and outcome]

Given my contributions and the positive impact on our team's objectives, I believe a salary adjustment is warranted. I have conducted research on current industry salary standards for my position and have found that my current compensation is below the median market range.

I am committed to the success of [Company's Name] and am eager to continue to grow and contribute to our goals. I would appreciate the opportunity to discuss this matter further and explore the possibility of a salary review.

Thank you for considering my request. I am looking forward to your response.

Sincerely,

[Your Name]
[Your Job Title]