

[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 meeting to discuss my current salary and the possibility of a pay raise. Over the past [duration], I have taken on additional responsibilities, including [briefly describe your key contributions and achievements]. These efforts have resulted in [mention any positive outcomes, such as increased revenue, improved efficiency, etc.].

I have conducted research on salary benchmarks for my position, and I believe that my current compensation does not reflect my contributions to the team.

I would appreciate the opportunity to discuss this matter further and explore potential adjustments that align with my role and contributions. Thank you for considering my request. I look forward to your response.

Best regards,

[Your Name]
[Your Job Title]