

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I would like to express my gratitude for the opportunity to be part of [Company Name] and for the support I have received from the team.

After thoroughly reflecting on my contributions and the industry standards, I would like to discuss my current salary. I believe that adjusting my compensation would more accurately reflect my role and the value I bring to the company.

I would appreciate the opportunity to meet and further discuss this matter at your earliest convenience. Thank you for your understanding and consideration.

Sincerely,

[Your Name]
[Your Job Title]