

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Manager's Position]
[Company Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a review of my current compensation in light of my recent performance and contributions to [specific project, team, or goal].

Over the past [specific time period], I have successfully [mention specific achievements, metrics, or examples that demonstrate your contributions]. These accomplishments have resulted in [describe the impact, such as increased revenue, improved efficiency, or other beneficial outcomes].

Given these contributions, I believe that a performance-based pay increase is warranted. According to industry benchmarks and salary data for similar roles, I would like to propose an adjustment of [specific amount or percentage] to reflect my performance and dedication to the company.

I appreciate your consideration of this request and would welcome the opportunity to discuss it further. Thank you for your support and guidance throughout my time at [Company Name].

Sincerely,

[Your Name]
[Your Position]