

[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 compensation. I have greatly valued my time at [Company's Name] and am proud of the contributions I have made to our team.

Over the past [duration], I have taken on additional responsibilities, including [specific achievements or projects]. These efforts have not only enhanced our team's productivity but have also resulted in [measurable outcomes, if applicable]. Given the evolving nature of my role and the positive impact I have made, I believe it is appropriate to revisit my current salary.

Market research indicates that the typical salary range for my position is [provide data or sources]. Accordingly, I would like to discuss adjusting my compensation to better align with my contributions and industry standards.

I appreciate your consideration of my request and look forward to the opportunity to discuss this matter further. Please let me know a convenient time for you to meet.

Thank you for your attention to this important issue.

Sincerely,
[Your Name]