

[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 increase and a promotion to [desired position] based on my contributions to [Company's Name] and my dedication to our team's goals. Over the past [duration of employment], I have taken on additional responsibilities, including [specific examples of duties or projects], which have resulted in [positive outcomes or results]. I believe these efforts demonstrate my commitment to [Company's Name] and underline my suitability for [desired position].

I have researched compensation for similar roles in our industry, and I believe that an adjustment to my salary would reflect my current contributions and the value I bring to our team.

I would appreciate the opportunity to discuss this request further at your convenience. Thank you for considering my request, and I look forward to your response.

Sincerely,
[Your Name]