

[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 alongside the promotion to [desired position] due to [reasons for promotion - e.g., increased responsibilities, contributions to the team, successful projects, etc.].

Over the past [duration in current position], I have [specific achievements/initiatives you've undertaken]. I believe these accomplishments have positively impacted our team and the company.

In light of my contributions and the additional responsibilities that come with the promotion, I kindly request that we discuss an appropriate adjustment to my salary that reflects my new role.

Thank you for considering my request. I look forward to discussing this matter further.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Department]