

[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],

Subject: Proposal for Salary Adjustment

I hope this message finds you well. I am writing to formally propose a review and adjustment of my current salary. Over the past [duration], I have taken on additional responsibilities and have significantly contributed to [specific projects, achievements, or contributions]. Given these contributions, along with market research indicating that salaries for similar positions in our industry have increased, I believe a salary adjustment is warranted.

I would appreciate the opportunity to discuss this matter further. Thank you for considering my proposal.

Sincerely,

[Your Name]
[Your Job Title]