

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

Dear [Manager's Name],

I hope this message finds you well. I am writing to request a discussion regarding a potential salary increase based on my contributions to the team and the company.

Over the past [duration], I have [briefly outline your accomplishments, contributions, or responsibilities]. I believe these contributions have positively impacted [specific team or company goals].

I would appreciate the opportunity to meet and discuss my performance and how it aligns with the expectations of my role, as well as any relevant market trends.

Please let me know a convenient time for you to discuss this matter further. Thank you for considering my request.

Best regards,

[Your Name]
[Your Job Title]