

[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 discuss my current salary and to explore the possibility of a salary adjustment.

Over the past [duration of employment or specific timeframe], I have taken on additional responsibilities and contributed to [specific projects or achievements]. These contributions have resulted in [quantifiable results, if applicable]. I am committed to continuing to deliver high-quality work and contributing positively to the team and the organization.

Considering my contributions, industry standards, and market trends, I believe a review of my current salary is warranted. I would appreciate the opportunity to discuss this matter further and explore a compensation adjustment that reflects my performance and the value I bring to

[Company's Name].

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]
[Your Job Title]