

[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 raise.

Over the past [duration], I have taken on additional responsibilities and contributed to the success of our team by [specific examples of achievements, projects, or contributions].

Considering my contributions and the current market standards for my position, I believe an adjustment in my salary is warranted.

I am dedicated to continuing my work and contributing to our team's success. I would appreciate the opportunity to discuss this matter further.

Thank you for your consideration.

Sincerely,

[Your Name]