

[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: Appeal for Salary Percentage Increase

I hope this message finds you well. I am writing to formally request a review of my current salary with the consideration of a percentage increase.

Over the past [length of time] at [Company's Name], I have taken on [specific responsibilities or projects], which have positively impacted our team's performance and contributed to the company's goals.

In addition, I have [mention any relevant achievements, additional skills acquired, or contributions made]. These efforts demonstrate my commitment to the success of our organization and my continuous professional growth. I have also conducted research on industry standards and found that my current compensation is below the average for similar roles in our field. I would appreciate the opportunity to discuss this matter further and provide any additional information needed. Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Job Title]