

[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 adjustment based on my performance, increased responsibilities, and the current market standards for my position.

Over the past [duration], I have made significant contributions to our team and the company as a whole. Specifically, I have [mention specific achievements, projects, or responsibilities that demonstrate your impact]. These accomplishments not only highlight my commitment to my role but also the value I bring to the organization.

In addition, I have taken on additional responsibilities, including [specific examples of increased responsibilities]. As the demands of my position have grown, I believe it is appropriate to reassess my current compensation to align with these changes.

According to recent market research, the average salary for my position within our industry is [mention relevant salary data]. This information further supports my request for an adjustment, ensuring that my compensation accurately reflects my contributions and the standards within our industry.

I am dedicated to continuing my growth and contributions to [Company's Name], and I believe that a salary adjustment would affirm the value placed on my work. I am open to discussing this matter at your earliest convenience and would appreciate the opportunity to explore this further. Thank you for considering my request. I look forward to your response.

Sincerely,
[Your Name]
[Your Job Title]