

[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 would like to take the opportunity to discuss my current salary and the possibility of a raise.

Over the past [duration of time] with [Company's Name], I have taken on additional responsibilities, contributed to [specific projects/achievements], and demonstrated my commitment to our team and the company's goals. I believe my efforts have added value to our department and overall business.

Given my contributions and the market research I have conducted on similar roles, I would like to propose a salary adjustment to [desired salary or percentage increase]. I am confident that my performance justifies this request and aligns with the company's objectives.

I would appreciate the chance to discuss this matter further at your earliest convenience. Thank you for considering my request.

Sincerely,
[Your Name]