

[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: Request for Salary Adjustment

I hope this message finds you well. I am writing to formally request a salary adjustment based on my contributions and performance at [Company's Name].

Since joining the team as [Your Job Title] on [Start Date], I have taken on additional responsibilities, including [mention specific tasks or projects]. I believe my contributions have positively impacted our team's success, particularly in [mention specific achievements or metrics, if applicable].

Considering my dedication and the increased scope of my role, I respectfully request a review of my current salary. According to market research and industry standards for similar positions, I believe an adjustment would be appropriate to reflect my contributions and the value I bring to the company.

I appreciate your consideration of my request and would be happy to discuss this matter further at your convenience. Thank you for your attention to this important issue.

Sincerely,

[Your Name]  
[Your Job Title]  
[Department]