

[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 Increment

I hope this message finds you well. I am writing to discuss my current salary and propose an adjustment based on my contributions to [Company's Name] and the increased responsibilities I have taken on.

Since my start date on [Start Date], I have diligently contributed to [mention specific projects, achievements, or responsibilities]. My commitment to our team and my performance metrics, including [mention any quantifiable achievements], have further demonstrated my value to the company.

Considering the growth of my role and the industry standards for my position, I believe it is appropriate to review my current salary. I would appreciate the opportunity to discuss this matter further and explore the possibility of a salary increment.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]  
[Your Job Title]