

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Manager's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally discuss the possibility of a salary increment based on my contributions and the results I have delivered during my time in [Your Position] at [Company Name].

Over the past [duration], I have taken on additional responsibilities such as [list specific responsibilities or projects], which have resulted in [mention any achievements, improvements, or contributions to the company]. Given these contributions and an increase in my workload, I believe a review of my current salary is warranted.

According to my research on industry standards and average salaries for similar roles, I have found that [mention any relevant salary data or benchmarks]. I am confident that an adjustment in my compensation would reflect my commitment to [Company Name] and my continued professional growth.

I would appreciate the opportunity to meet and discuss this further.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]