

[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 consideration for a pay raise based on my contributions and performance over the past [duration].

During my time at [Company's Name], I have taken on various responsibilities, including [specific responsibilities or projects], which have resulted in [specific results or achievements]. I believe that my efforts have positively impacted our team and the overall success of the company.

After conducting some research on industry standards and considering my current salary, I would like to discuss the possibility of a salary adjustment that reflects my contributions and aligns with the market rate.

I appreciate your consideration and would welcome the opportunity to discuss this further at your convenience. Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Job Title]