

[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 formally request a review of my current salary due to [briefly state reason, e.g., increased responsibilities, market research, performance achievements].

Since [mention the time period, e.g., the last salary review or date when you joined], I have taken on additional responsibilities such as [list specific responsibilities or projects]. I believe these contributions have positively impacted our team and the organization as a whole.

Based on my research and current industry standards, I would like to discuss a salary adjustment that reflects my contributions and aligns with the market value for my role.

I appreciate your consideration of my request and would be happy to meet at your convenience to discuss this further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Job Title]