

[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 salary increment based on my contributions to [Company's Name] since [your start date/last salary review date].

Over the past [duration], I have successfully [mention specific achievements, responsibilities, or projects]. These accomplishments have [describe impact on team or company, such as increased revenue, improved efficiency, etc.].

Given these contributions and the current market standards for my role, I believe a review of my salary is warranted. I am confident that my ongoing commitment to the team and the company justifies this request. I would appreciate the opportunity to discuss this matter further and explore potential adjustments. Thank you for considering my request.

Best regards,

[Your Name]
[Your Job Title]