

[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 letter finds you well. I am writing to formally request a review of my current salary based on my contributions to [Company's Name], particularly in the past [duration, e.g., year, six months]. Since joining the company, I have taken on additional responsibilities and have successfully [mention any specific accomplishments, projects, or contributions]. These efforts have resulted in [quantifiable outcomes, such as increased sales, improved efficiency, etc.], which I believe have positively impacted the company.

In light of these contributions, I would like to discuss the possibility of a salary increment to better reflect my current role and responsibilities. According to [market research, industry standards], the average salary for my position is [insert figure], and I believe an adjustment would not only be justified but also encouraged by my dedication and performance.

I appreciate your consideration of my request, and I am looking forward to discussing this matter further at your convenience. Thank you for your time and understanding.

Sincerely,

[Your Name]
[Your Job Title]