

[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: Salary Increment Request

I hope this message finds you well. I am writing to formally request a review of my current salary. Since [Date of Joining], I have taken on additional responsibilities, contributed to key projects, and consistently aimed to exceed performance expectations.

Some of my key accomplishments include:

- [Highlight specific achievements]
- [Mention any new responsibilities taken]
- [Include metrics or examples of contributions]

Given these contributions and my ongoing commitment to the company, I believe a salary adjustment would reflect my efforts and the value I bring to the team.

I would appreciate the opportunity to discuss this matter with you further at your earliest convenience. Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]