

[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.

1. ****Introduction****:

Briefly introduce your role in the company and how long you have been with the organization.

2. ****Performance Overview****:

Outline your key achievements and contributions over the past year. Include specific metrics to demonstrate your impact on the team and company.

3. ****Market Comparison****:

Mention any relevant market research that supports your request for a salary increment. Highlight similar roles and compensation in the industry.

4. ****Value to the Company****:

Reinforce how your work directly contributes to the company's success and goals.

5. ****Request Details****:

Clearly state the salary increment you are requesting and the rationale behind this figure.

6. ****Closing****:

Express your gratitude for considering your request and your eagerness to discuss this topic further.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]