

[Your Name]
[Your Job Title]
[Department]
[Company Name]
[Date]

[Manager's Name]
[Manager's Job Title]
[Company Name]

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 the team and the value I bring to the company.

Over the past [duration], I have taken on additional responsibilities, including [specific examples of tasks or projects]. These efforts have resulted in [quantifiable results or positive outcomes].

In light of these contributions, I would like to discuss the possibility of a salary adjustment that reflects my performance and commitment. I have researched industry standards and believe that a salary of [proposed amount or range] would be fair and appropriate.

Thank you for considering my request. I am looking forward to discussing this matter with you further.

Sincerely,

[Your Name]

[Your Contact Information]