

[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 salary increment based on my performance and contributions to [Company's Name] over the past [duration].

During my time in the role of [Your Position], I have successfully [mention specific achievements, responsibilities, or projects that demonstrate your value to the company]. These accomplishments have not only benefited my team but have also contributed positively to the company's objectives and goals.

Considering my proven track record and the industry standards for my position, I believe a salary review is warranted. I have researched the average salaries for [Your Position] within our industry and found that the typical range is [mention salary range].

I am committed to continuing my growth in [Company's Name] and contributing to our success. I kindly request a meeting to discuss the possibility of a salary increase that reflects both my contributions and the market standards.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title]