

[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],

I hope this message finds you well. I am writing to formally request a salary increase based on my contributions to the team and the value I bring to [Company's Name].

Over the past [duration], I have taken on additional responsibilities, including [specific tasks or projects], which have resulted in [positive outcomes or contributions]. I have also [mention any relevant achievements or improvements, e.g., increased sales, improved efficiency, received positive feedback, etc.].

Given my dedication and the impact of my work, I believe a salary adjustment to [desired salary] would better reflect my contributions and align with market standards for my position.

I appreciate your consideration of my request and would be happy to discuss this further at your convenience. Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Job Title]