

[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].

Since [mention the duration you have been with the company], I have taken on additional responsibilities, including [list specific responsibilities or projects], and have consistently met or exceeded performance expectations. My work has resulted in [describe outcomes, achievements or metrics if applicable].

Given the current market trends and my contributions to the team, I believe it would be appropriate to review my salary. I have researched industry standards and found that the average salary for my position is [mention salary range] which supports my request for an adjustment.

I am passionate about continuing to contribute to [Company's Name] and believe this adjustment reflects my commitment and the work I have accomplished. I would appreciate the opportunity to discuss this matter further and can make myself available at your convenience.

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

Sincerely,

[Your Name]  
[Your Job Title]