

[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 Adjustment Request

I hope this message finds you well. I am writing to formally request a salary adjustment based on my contributions to [Company's Name], ongoing performance, and the current market standards for my position. Since [date of the last salary adjustment or your start date], I have taken on additional responsibilities, including [list specific responsibilities or projects]. My accomplishments include:

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

Given my contributions and the evolving nature of my role, I believe an adjustment in my salary is warranted. Based on industry research, the average salary for my position is [insert data or percentage], which highlights a discrepancy that I would like to address.

I am grateful for the opportunities I've had at [Company's Name], and I am confident in my ability to continue delivering value to the team. I would appreciate the opportunity to discuss this matter further and explore potential adjustments.

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

Sincerely,

[Your Name]
[Your Job Title]