

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally discuss my current salary and the possibility of a salary adjustment. I have greatly enjoyed being a part of [Company's Name] and contributing to [specific projects or achievements] over the past [duration of employment].

In light of my contributions and the current industry standards, I would like to request a review of my salary. Based on my research and discussions with peers in similar roles, I believe that a salary adjustment to [proposed salary or range] is more in line with my responsibilities and the value I bring to the team.

I appreciate your consideration and would be grateful for the opportunity to discuss this matter further. Thank you for your time.

Sincerely,  
[Your Name]