

[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: Request for Salary Increase

I hope this message finds you well. I am writing to formally request a review of my current salary.

1. ****Introduction****

- Briefly explain your current position and tenure with the company.

2. ****Justification for Salary Increase****

- Highlight your achievements and contributions to the company.
- Mention any additional responsibilities you have taken on.
- Include relevant market salary data for similar roles.

3. ****Comparison of Current Salary to Industry Standards****

- Provide context regarding salary benchmarks and industry standards.

4. ****Future Contributions****

- Express your commitment to the company and outline your future goals.
- Mention any upcoming projects or initiatives you are eager to contribute to.

5. ****Closing Statement****

- Thank them for considering your request.
- Express willingness to discuss this matter further.

Sincerely,

[Your Name]
[Your Job Title]