

[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 and performance over the past [duration].

****Overview of Current Role****

As you know, I have been serving as [Your Job Title] since [Start Date]. In this role, I have taken on additional responsibilities, including [list key responsibilities or projects].

****Achievements and Contributions****

During my tenure, I have achieved several key milestones, such as:

- [Achievement 1: Description and impact]
- [Achievement 2: Description and impact]
- [Achievement 3: Description and impact]

These accomplishments have not only [describe positive outcomes] but have also contributed significantly to the overall goals of [Company's Name].

****Market Research****

Based on my research and analysis of industry standards, the average salary for a [Your Job Title] in our region is approximately [average salary]. Considering my experience and contributions, I believe an adjustment in my current salary would be appropriate and justified.

****Proposal for Salary Increase****

I would like to propose an increase of [specific amount or percentage] to my current salary of [current salary]. This adjustment would acknowledge my dedication and the value I bring to the team.

****Conclusion****

I am enthusiastic about continuing my journey with [Company's Name] and contributing to our collective success. I would appreciate the opportunity to discuss this proposal further and explore how my compensation can reflect my ongoing contributions and growth within the company.

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

Sincerely,
[Your Name]
[Your Job Title]