

[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 [Company's Name] and the current market standards for my position.

Over the past [duration], I have taken on additional responsibilities, including [specific examples of responsibilities or projects]. I have also achieved [specific achievements or contributions] that have positively impacted our team and the organization as a whole.

Given my performance and the value I bring to the company, I would like to discuss the possibility of adjusting my salary to reflect my contributions. According to [source of salary data or market research], the average salary for my position is [salary range].

I am eager to continue contributing to the success of [Company's Name] and I believe that an adjustment in my salary would be a fair acknowledgment of my work. I would appreciate the opportunity to discuss my request further and am open to scheduling a meeting at your earliest convenience.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]