

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

Subject: Salary Increase Request

I hope this message finds you well. I am writing to formally request a review of my current salary in light of [specific reasons such as increased responsibilities, market research, personal accomplishments, or changes in company performance].

Since my tenure at [Company Name], I have successfully [briefly list relevant achievements, contributions, and any additional responsibilities taken on]. These accomplishments have [explain the impact of your contributions on the team or company].

According to my research, the current market rate for my position, considering my experience and contributions, is [mention salary range or benchmark]. I believe that an adjustment of my salary to [desired salary amount] would reflect not only my contributions but also align with industry standards.

I am passionate about my role and committed to continuing to contribute to our team's success. I would appreciate the opportunity to discuss this request further.

Thank you for considering my request.

Sincerely,
[Your Name]