

[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],

I hope this message finds you well. I am writing to formally request a salary review based on my contributions and performance since my last compensation adjustment.

In the [number] years/months that I have been with [Company Name], I have successfully [mention specific achievements, projects, or responsibilities]. These accomplishments have not only benefited the team but have also contributed to the overall success of the company.

Given my dedication and the value I bring to the organization, I would like to discuss a salary increase that reflects my performance and aligns with industry standards. According to [mention industry benchmark/market research], the average salary for my position is [insert figure], which is [state how it compares to your current salary].

I am committed to continuing my growth and contribution to [Company Name], and I believe that a salary adjustment would further motivate me to achieve even greater results. I am looking forward to discussing this matter with you and hope to find a mutually beneficial arrangement.

Thank you for considering my request. I appreciate your time and support.

Sincerely,

[Your Name]
[Your Job Title]