

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a salary adjustment based on [specific reason or justification, e.g., increased responsibilities, market comparison, performance achievements]. Since [specific date or timeframe], I have taken on additional responsibilities including [list specific additional duties or accomplishments]. In addition, I have [mention any relevant contributions or achievements that justify the request].

Based on my performance and market research, I would like to propose an adjustment in my salary to [proposed salary or salary range] to better align with my contributions and the industry standards.

I appreciate your consideration of my request and look forward to discussing this matter further.

Thank you for your time and support.

Sincerely,  
[Your Name]  
[Your Job Title]