

[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: Request for Salary Adjustment

I hope this message finds you well. I am writing to formally request a review of my current salary.

Since [start date], I have dedicated myself to [briefly outline your responsibilities and contributions]. During this time, I have [mention any notable achievements, increased responsibilities, or any relevant performance metrics].

Based on my research and the current market trends for my position, I believe an adjustment is warranted. According to [source of salary data], the average salary for similar roles in our industry is [specific amount or range].

I greatly value my time at [Company Name] and am committed to continuing to contribute to our team's success. I would appreciate the opportunity to discuss this matter further and explore the possibility of adjusting my salary to better reflect my contributions and market standards.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]