

[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 would like to express my gratitude for the opportunity to work at [Company Name] as a [Your Job Title]. I am writing to discuss my compensation package, in light of my contributions and the industry standards.

Over the past [duration of employment], I have been able to [briefly highlight your achievements, contributions, and impact on the team or project]. These experiences have significantly enhanced my skills and have positively affected our team's productivity and success.

After conducting research on salary benchmarks for similar positions within our industry and considering my contributions to the company, I believe a salary adjustment would more accurately reflect my role and experience. I would like to propose a salary of [proposed salary amount] which aligns with the market rate.

I appreciate your time and consideration of my request. I am open to discussing this matter further and would welcome the chance to meet at your earliest convenience.

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

Sincerely,

[Your Name]