

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

Dear [Manager's Name],

Subject: Request for Salary Negotiation

I hope this message finds you well. I would like to take this opportunity to express my gratitude for the professional growth and experiences I have gained during my time at [Company's Name]. I truly appreciate the support and guidance you have provided.

As we have discussed previously regarding my contributions, I would like to formally request a review of my current salary. Over the past [duration], I have successfully [mention specific achievements or responsibilities], which have positively impacted our team's performance and the company's goals.

Considering my contributions and the current market trends for my role, I believe an adjustment in my salary is warranted. I would appreciate the opportunity to discuss this further at your earliest convenience.

Thank you for considering my request. I look forward to our conversation.

Sincerely,

[Your Name]
[Your Job Title]