

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to initiate a discussion regarding my current contract and to propose a negotiation for a raise. Over the past [duration of employment], I have taken on additional responsibilities and contributed significantly to [specific projects, achievements, or goals]. Given my performance and the industry standards, I believe that a review of my compensation is warranted.

I would appreciate the opportunity to discuss this matter in detail and explore potential adjustments to my contract. Please let me know a convenient time for you to meet.

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

Sincerely,

[Your Name]  
[Your Job Title]