

[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],

I hope this message finds you well. I am writing to formally request a cost of living raise due to the increasing expenses in our area.

In the past [time period], I have greatly enjoyed my role as [Your Job Title] and have contributed to [mention any significant achievements or responsibilities]. However, the rising cost of living has posed challenges that I believe warrant consideration for a salary adjustment. According to recent data, the cost of living has increased by [provide percentage or amount], impacting my financial stability. I have researched industry salary standards and believe a raise of [proposed percentage or amount] would help align my compensation with the current economic conditions.

I appreciate your understanding and support in this matter, and I am looking forward to discussing this further. Thank you for considering my request.

Sincerely,
[Your Name]