

[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 propose a merit raise based on my contributions and performance over the past [duration].

Since [start date/period], I have taken on additional responsibilities, including [specific examples of achievements, projects, or tasks]. I believe these efforts have positively impacted our team and the company's overall success.

I have conducted some research on the standard compensation for my role within our industry and have found that an adjustment in my salary to [proposed amount or percentage increase] would be in line with my contributions and market standards.

I would appreciate the opportunity to discuss this proposal further at your convenience. Thank you for considering my request.

Sincerely,  
[Your Name]  
[Your Job Title]