

[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 performance-based raise based on my contributions to the team and the positive impact I have made during my time in the [Your Position] role. Over the past [Duration of Employment], I have consistently [mention specific achievements, contributions, or projects that highlight your value]. For instance, [provide specific examples and metrics where applicable, demonstrating your impact].

I believe these accomplishments reflect my dedication to our team and the company's goals. As we continue to strive for excellence, I am confident that my efforts contribute to our overall success and would appreciate your consideration for a salary adjustment that aligns with my performance and the industry standards.

Thank you for considering my request. I look forward to the opportunity to discuss this matter further.

Best regards,

[Your Name]
[Your Job Title]