

[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 discussion regarding my potential promotion and salary adjustment based on my recent contributions and performance at [Company's Name].

Over the past [duration], I have taken on additional responsibilities, including [describe specific projects, achievements, or contributions]. These efforts have not only helped my team achieve [mention results, if applicable] but have also aligned with our company's goals of [reference specific company objectives].

Given these contributions and my commitment to [Company's Name], I believe it is an appropriate time to discuss the possibility of a promotion to [desired position] and a corresponding raise.

I would appreciate the opportunity to meet with you to discuss this in further detail. Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]