

[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 request a meeting to discuss my current salary and potential adjustments moving forward. Since joining [Company's Name] on [Your Start Date], I have taken on various responsibilities and have contributed to several key projects, including [Briefly Outline Key Projects/Contributions]. I believe these contributions have positively impacted our team's performance and aligned with the company's objectives.

Over the past [Mention Duration], I have continuously developed my skills and taken on additional responsibilities such as [List Additional Responsibilities]. As such, I would like to discuss the possibility of a salary adjustment that better reflects my contributions and the current market standards for my role.

I have researched industry salary benchmarks and found that the average compensation for my position is [Provide Relevant Salary Information]. I believe it is important to ensure that employee compensation is competitive and recognizes the value added to the team.

I would appreciate the opportunity to meet and discuss this matter further at your earliest convenience. Thank you for considering my request. I look forward to your response.

Best regards,

[Your Name]  
[Your Job Title]