

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an annual pay raise based on my contributions and performance over the past year at [Company Name].

Over the last [duration], I have taken on additional responsibilities, including [list specific tasks or projects], which have positively impacted our team's performance and the company's goals. I have also achieved [mention any relevant accomplishments or metrics].

Given my contributions and the current market trends, I would like to discuss the possibility of a salary adjustment. I believe that a raise would reflect not only my commitment to [Company Name] but also the value I bring to the team.

I appreciate your consideration of my request and would be happy to discuss this further at your earliest convenience.

Thank you for your time.

Sincerely,

[Your Name]  
[Your Job Title]