

[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 discuss my current salary and explore the possibility of a salary adjustment.

Since joining [Company's Name] on [Start Date], I have taken on additional responsibilities and contributed to [specific projects or achievements]. I believe my efforts have positively impacted the team and aligned with the company's goals.

Based on market research and my contributions, I would like to propose a salary of [Your Desired Salary]. I am confident that this adjustment reflects my value to the company.

I appreciate your consideration and would love the opportunity to discuss this further. Thank you for your time.

Sincerely,
[Your Name]