

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

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally discuss my current salary and present the rationale for a potential increase. Over the past [duration], I have taken on additional responsibilities and have consistently demonstrated my commitment to the success of our team and the organization. Here are a few key accomplishments that I believe support my request:

1. \*\*[Accomplishment 1]\*\*: Brief description of the achievement and its impact on the team or company.
2. \*\*[Accomplishment 2]\*\*: Brief description of another achievement and its significance.
3. \*\*[Accomplishment 3]\*\*: Brief description of a third achievement and the results it generated.

Additionally, I have researched current market trends and salary benchmarks for similar positions within our industry. Based on this data, I believe an adjustment to my salary would better reflect my contributions and align with market standards.

I would appreciate the opportunity to discuss this matter further and explore the possibility of a salary review. Thank you for considering my request.

Sincerely,  
[Your Name]