

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Manager's Title]
[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 a potential salary increase. Having been with [Company's Name] for [duration], I believe it is an appropriate time to revisit my compensation in light of my contributions and responsibilities.

Over the past [time period], I have taken on additional responsibilities, including [specific examples of contributions or accomplishments]. These efforts have led to [mention any positive outcomes or impacts on the company]. I am committed to continuing my professional growth and contributing to the success of our team.

I appreciate the opportunities I have received at [Company's Name] and am looking forward to continuing to drive results for the organization. I would like to discuss how my role can align more effectively with my compensation, and I am open to feedback on how to proceed.

Thank you for considering my request. I look forward to your response and hope we can find a suitable time to discuss this matter further.

Sincerely,
[Your Name]