

[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 want to start by expressing my appreciation for the opportunities I have had at [Company Name] and for the support I have received from you and the team.

Over the past [duration of employment], I have taken on additional responsibilities and contributed significantly to [specific projects or achievements]. Given my contributions and the current market rates for my role, I would like to discuss a salary adjustment.

Based on my research and industry standards, a salary adjustment to [proposed salary] would reflect my contributions and the value I bring to the team. I believe this adjustment will not only recognize my hard work but also motivate me to continue striving for excellence.

I appreciate your consideration of my request and would welcome the opportunity to discuss this matter further. Thank you for your ongoing support.

Best regards,

[Your Name]
[Your Job Title]
[Your Department]