

[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 a salary increase based on my contributions and accomplishments over the past [duration, e.g., year] at [Company Name].

During my time here, I have [mention specific achievements, contributions, or responsibilities that demonstrate your value]. For instance, [provide an example of a successful project or initiative you led that positively impacted the company].

Considering the growth in my role and my ongoing commitment to [Company Name], I believe that an adjustment in my salary is warranted. According to industry standards and the value I bring to our team, I propose an adjustment of [specific amount or percentage] to my current salary.

I am confident that this adjustment reflects both my dedication and the results I have delivered. I would appreciate the opportunity to discuss this request in further detail and explore how we can collaboratively address this matter.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]  
[Your Job Title]