

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

Dear [Recipient's Name],

Subject: Salary Adjustment Request

I hope this message finds you well. I am writing to formally request a review of my current salary. Over the past [duration] at [Company Name], I have taken on additional responsibilities and have contributed significantly to [specific projects or achievements].

[Briefly describe your accomplishments, such as successful projects, leadership roles, or contributions to company goals.]

Given the current market rates for my position and the value I bring to our team, I believe an adjustment to my salary is warranted. Based on my research and the contributions I have made, I kindly request a review for an adjustment to [proposed salary or range].

I am confident that this adjustment will reflect my commitment to [Company Name] and my ongoing contributions to our success. I appreciate your consideration and look forward to discussing this matter further.

Thank you for your time and understanding.

Sincerely,

[Your Name]  
[Your Job Title]