

[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 discussion regarding a salary adjustment. Over the past [duration, e.g., year], I have taken on additional responsibilities and have contributed significantly to [specific projects, goals, or achievements that demonstrate your value].

Given my contributions and the market standards for my position, I believe a review of my current salary is warranted. Based on my research, the average salary for my role in our industry is [mention the figure or range], which indicates that an adjustment may be appropriate.

I am committed to [Company Name] and am excited about the future of our team. I would appreciate the opportunity to discuss this matter at your earliest convenience.

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

Sincerely,
[Your Name]