

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the possibility of a salary adjustment based on my performance and contributions to [Company's Name].

Since joining the team, I have taken on additional responsibilities, such as [mention any specific projects or roles], and have achieved [list any relevant accomplishments or positive impacts].

Given my contributions and the market standards for my position, I would like to propose a salary of [desired salary amount]. I believe this adjustment better reflects my value and commitment to the company.

I appreciate your consideration of my request and would be grateful for the opportunity to discuss this matter further.

Thank you for your time and attention.

Sincerely,
[Your Name]