

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

[Recipient's Name]
[Recipient's Title]
[Company's Name]

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

Dear [Recipient's Name],

Subject: Request for Salary Adjustment

I hope this letter finds you well. I am writing to formally request a review of my current salary. I have been a dedicated employee of [Company's Name] for [duration of employment] and have contributed to various projects, including [mention specific projects or achievements]. Considering factors such as [mention relevant factors like increased responsibilities, market salary trends, personal performance metrics], I believe an adjustment to my salary is warranted.

I am grateful for the support and opportunities I have received thus far and am committed to continuing my contributions to [Company's Name]. Thank you for considering my request. I am looking forward to discussing this matter further.

Sincerely,

[Your Name]
[Your Job Title]