

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

[Manager's Name]
[Company's Name]
[Company's 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 performance at [Company's Name] over the past [duration].

Since joining the team in [start date], I have taken on additional responsibilities including [list specific responsibilities/projects]. My efforts have resulted in [mention achievements and how they benefited the company].

Given the value I bring to the organization and the market trends for my position, I believe it is appropriate to discuss a salary adjustment. According to [mention any relevant market data or benchmarks], the industry standard for my role is [mention average salary].

I am committed to continuing my professional growth and contributing to the success of [Company's Name]. I would appreciate the opportunity to discuss this matter further and explore the possibilities for a salary review.

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

[Your Name]
[Your Job Title]