

[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],

Subject: Request for Salary Increment

I hope this message finds you well. I am writing to formally request a review of my current salary in consideration of my contributions and performance over the past [duration, e.g., year, months].

Since my joining date of [join date], I have taken on additional responsibilities such as [list specific responsibilities or projects], which have positively impacted the [team/department/company]. I have also [mention any achievements, metrics, or feedback received].

Given my commitment to the company and the value I bring, I believe a salary adjustment is warranted. Based on industry standards and my current contributions, I would like to discuss a potential increase to [proposed salary or percentage increase].

I am open to discussing this matter at your earliest convenience. Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]