

# Salary Negotiation Letter

Date: [Insert Date]

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

[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 would like to take this opportunity to discuss my current salary in light of my recent accomplishments and my desire for a promotion within [Company's Name].

Since [specific timeframe], I have significantly contributed to [mention specific projects, initiatives, or responsibilities]. These efforts have led to [mention any measurable results or positive outcomes].

In consideration of my contributions, I would like to discuss the possibility of a salary adjustment that reflects my increased responsibilities and the value I bring to the team.

I am looking forward to our conversation and hope to find a mutually beneficial agreement.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]