

[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 following the successful completion of [Project Name] on [Completion Date]. As you are aware, this project required extensive effort and dedication, and I am proud to report that we were able to achieve [specific outcome or goal].

Throughout the project, I took on additional responsibilities, worked collaboratively with our team, and demonstrated my commitment to the company's goals. Given these contributions and the positive impact the project has had on our department, I believe that a salary adjustment is warranted.

I would appreciate the opportunity to discuss this request further. Thank you for considering my request, and I look forward to your response.

Sincerely,

[Your Name]