

Salary Increase Request

[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. Following our recent discussions regarding my performance and contributions to the team, I would like to formally request a review of my current salary.

Over the past [duration], I have taken on additional responsibilities and successfully [mention any specific achievements or projects]. I believe these contributions warrant consideration for a salary increase.

I truly value my position at [Company's Name] and am committed to continuing my growth with the organization. I would appreciate the opportunity to discuss this matter further and explore the possibility of a salary adjustment.

Thank you for considering my request. I am looking forward to your feedback.

Sincerely,

[Your Name]