

Salary Increase Request

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 am writing to formally request a review of my current salary following my recent market research regarding compensation for my role as [Your Job Title] at [Company's Name].

During my tenure of [X years/months] with the company, I have consistently met and exceeded my performance targets in the following ways:

- [Specific achievement or contribution #1]
- [Specific achievement or contribution #2]
- [Specific achievement or contribution #3]

According to my research, the average salary for similar positions in our industry is [insert average salary], which is significantly higher than my current salary of [insert current salary]. Given my contributions and the increased market standards, I believe an adjustment is justified.

I value my position at [Company's Name] and am committed to continuing to contribute to our team's success. I would appreciate the opportunity to discuss this matter further and explore potential adjustments to my salary.

Thank you very much for your consideration. I look forward to your response.

Sincerely,
[Your Name]