

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Manager's Name  
Company Name  
Company 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 to account for the rising cost of living that has impacted our area.

Over the past year, I have taken on additional responsibilities and contributed to various projects, which I believe have positively affected our team and company goals. However, with the increase in living expenses, it has become increasingly difficult to manage my financial obligations.

I kindly ask that you consider a cost of living adjustment to my salary. I am confident that this adjustment would not only support my personal financial needs but also continue to motivate and enhance my performance at [Company Name].

Thank you for considering my request. I would appreciate the opportunity to discuss this further and am happy to meet at a time that is convenient for you.

Sincerely,  
[Your Name]