

Salary Increase Request

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. As we approach my annual performance review, I would like to take the opportunity to discuss my salary. Over the past year, I have taken on additional responsibilities and have contributed significantly to [specific projects, goals, or achievements].

Given these contributions and the market trends for my role, I believe it is appropriate to discuss a salary adjustment. I am confident that my performance and dedication align with the goals of our company, and I am excited to continue contributing to our success.

I would appreciate the opportunity to discuss this matter further during my performance review. Thank you for your consideration.

Sincerely,

[Your Name]