

[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 in recognition of my exceptional performance over the past year.

During this time, I have successfully [briefly mention specific achievements or contributions, e.g., led a significant project, exceeded sales targets, improved team efficiency], which have positively impacted our team and the company's overall goals. I have taken on additional responsibilities, including [mention any additional responsibilities], which demonstrate my commitment to our team's success.

Given these contributions and the positive feedback I've received from both colleagues and clients, I believe that a salary increase is warranted. I have conducted research on industry standards for my position and found that my current salary is below the average compensation for someone with my experience and contributions.

I am grateful for the opportunities I have had at [Company's Name] and am eager to continue contributing to our team's success. I look forward to discussing this matter further and exploring options for a salary adjustment that reflects my contributions.

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

Sincerely,

[Your Name]