

Salary Increase Request

[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 following my recent promotion to [Your New Position] on [Date of Promotion]. I am excited about the new responsibilities and challenges associated with this role and am committed to contributing positively to our team and the company as a whole.

Given the increased scope of my role and the industry standards for similar positions, I believe it is appropriate to discuss the possibility of a salary adjustment. I have conducted research and found that the average salary for a [Your New Position] in our industry is [Industry Average Salary], which is higher than my current compensation.

I appreciate your consideration of my request and look forward to discussing this matter further. Thank you for your continued support.

Sincerely,

[Your Name]