

# Salary Increase Request

Date: [Insert Date]

[Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a salary increase based on my contributions to [Company's Name] and comparisons with my peers in similar roles both within our organization and in the industry.

Over the past [insert duration], I have taken on additional responsibilities, including [list specific tasks or projects]. These efforts have resulted in [mention any achievements, metrics, or positive feedback received]. Given these contributions, I believe it is appropriate to review my current salary.

Upon conducting a review of salary benchmarks for my position, I have discovered that my current compensation is below the industry average. For instance, peers in similar roles at [mention companies or industry averages] are compensated in the range of [insert range]. This comparison demonstrates that there is a discrepancy between my current salary and the market standards.

I am truly passionate about my work and committed to the success of [Company's Name]. I would appreciate the opportunity to discuss this matter further and explore a possible salary adjustment that aligns with my performance and market standards.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]