

[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 yearly wage assessment based on my performance and contributions to [Company's Name] over the past year.

Over the past year, I have taken on additional responsibilities and have consistently met or exceeded my performance goals. I believe that an assessment of my current wage will reflect my contributions to the team and the company. I am committed to [Company's Name] and look forward to continuing to contribute positively to our team's success.

I would appreciate the opportunity to discuss this matter further and am happy to provide any additional information needed for your assessment. Thank you for considering my request.

Best regards,

[Your Name]

[Your Job Title]