

Salary Adjustment Proposal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally propose a salary adjustment based on my contributions to [Company Name] over the past [duration]. During this time, I have [briefly describe your accomplishments, contributions, and any added responsibilities].

Given the positive impact of my work and in light of industry standards and inflation, I believe that a salary adjustment to [proposed salary or percentage increase] is warranted.

I appreciate your consideration of my proposal and would be happy to discuss it further at your convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]