

[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]

Subject: Request for Annual Salary Increase

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a review of my current salary. As we approach the annual performance review period, I believe it is an appropriate time to discuss my contributions and the value I bring to [Company's Name].

Over the past year, I have successfully [briefly mention specific achievements, projects, or responsibilities]. These contributions have not only enhanced my skills but have also positively impacted our team's overall performance.

Given the industry standards and my performance, I respectfully request a [specific percentage or amount] salary increase. I am committed to continuing my development and adding further value to our organization.

Thank you for considering my request. I look forward to discussing this with you further.

Sincerely,

[Your Name]