

Compensation Assessment Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a compensation assessment in relation to my current role as [Your Job Title] at [Company/Organization Name]. Given the changes in market standards and the increased responsibilities I have undertaken, I believe that a review of my compensation package is warranted.

Over the past [duration], I have successfully [briefly describe your achievements or contributions]. These efforts have not only contributed to our team's success but have also aligned with the company's goals and values.

I would greatly appreciate the opportunity to discuss this matter further. Please let me know a convenient time for us to meet. I look forward to your response.

Thank you for considering my request.

Warm regards,

[Your Name]

[Your Job Title]

[Your Contact Information]