

Salary Discussion Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a discussion regarding my current salary. Over the past [duration], I have taken on additional responsibilities and contributed to [specific achievements or projects].

Given the positive impact of my contributions on our team and the company, I believe that my current salary does not reflect my value and the market standards for my role. I would appreciate the opportunity to discuss a salary adjustment that aligns with my performance and industry benchmarks.

Thank you for considering my request. I am looking forward to our discussion and appreciate your time.

Sincerely,

[Your Name]