

# Request for Financial Compensation Review

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[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 review of my financial compensation for my position as [Your Job Title] at [Company/Organization Name]. I believe that my contributions and the market trends warrant a reconsideration of my current compensation package.

Over the past [duration of time], I have taken on additional responsibilities including [specific tasks or projects]. The results of these efforts include [provide specific achievements or metrics], which I believe have positively impacted our team and the greater objectives of the company.

Moreover, I have conducted research on current market salaries for similar positions in our industry, which seems to indicate that there is a discrepancy between my salary and the industry standard. I would appreciate the opportunity to discuss this in further detail at your convenience.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]