

[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 Pay Scale Reconsideration**

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a reconsideration of my current pay scale. Given my [mention years of experience, additional duties, or accomplishments], I believe a review of my compensation is warranted.

I have taken on additional responsibilities such as [list specific tasks or projects], and I have strived to contribute positively to our team's success through [mention any achievements or metrics that demonstrate your contributions].

I would appreciate the opportunity to discuss this matter further and explore the potential for an adjustment that reflects my contributions and market standards.

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

Sincerely,

[Your Name]

[Your Job Title]