

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 Salary Increase

Dear [Manager's Name],

I hope this message finds you well. I would like to take this opportunity to discuss my performance and request a salary increase during my upcoming performance review. Over the past year, I have taken on significant responsibilities and have consistently exceeded my performance goals.

Some of the contributions I have made include:

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

Given my contributions and the value I bring to the team, I believe a salary adjustment is warranted. I appreciate your consideration of my request and look forward to discussing this further during my performance review.

Thank you for your attention to this matter.

Sincerely,

[Your Name]