

Salary Adjustment Inquiry

[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]

Dear [Manager's Name],

I hope this message finds you well. I am writing to request an adjustment to my current salary. As you know, I have been with [Company's Name] for [duration of employment] and have taken on additional responsibilities, including [specific responsibilities or projects].

After researching industry standards and considering my contributions to the team, I believe that an adjustment would be appropriate. I would appreciate the opportunity to discuss this matter further at your convenience.

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

Sincerely,

[Your Name]