

# Salary Benchmarking Inquiry

Date: [Insert Date]

To: [HR Manager's Name]

Company: [Company Name]

Dear [HR Manager's Name],

I hope this message finds you well. I am reaching out to inquire about the current salary benchmarks for [specific job title or department] within our organization. As we aim to ensure competitive compensation packages, I believe an analysis of our current salary structure against industry standards would be beneficial.

Could you please provide insights on the following:

- Current salary ranges for similar positions in our industry.
- Any recent changes to our compensation structure.
- Resources or reports that outline salary trends.

Your assistance in this matter is greatly appreciated, and I look forward to discussing this further.

Thank you for your time.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]