

[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 formally request a reconsideration of my current salary based on my contributions to the team and the evolving responsibilities in my position.

Since joining [Company's Name], I have taken on numerous projects, including [mention specific projects or responsibilities], which have significantly contributed to [mention any positive outcomes, such as increased revenue, improved efficiency, etc.]. I believe this has demonstrated my commitment and the value I bring to the company.

According to market research and salary benchmarks for my role within our industry, I have noticed that my current salary does not align with the average compensation for similar positions. I am confident that a salary adjustment would reflect my contributions and the industry standards.

I appreciate your consideration of my request, and I am open to discussing this matter further at your earliest convenience. Thank you for your attention to this important issue.

Sincerely,

[Your Name]