

Subject: Inquiry Regarding Compensation Adjustment

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally inquire about a potential compensation adjustment in light of the additional responsibilities I have taken on in my role as [Your Job Title].

Since [date or time frame], I have assumed the following additional tasks:

- [Task/Responsibility 1]
- [Task/Responsibility 2]
- [Task/Responsibility 3]

Given the evolving nature of my position and the contributions I am making to the team and the company, I believe it would be appropriate to discuss an adjustment to my compensation to better reflect these new responsibilities.

I would appreciate the opportunity to discuss this matter further at your earliest convenience. Thank you for considering my request.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]