

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a revision of my current salary based on my recent professional development achievements and contributions to the team.

Since my last salary review, I have actively pursued opportunities for professional growth, including [mention any certifications, courses, or training you have completed]. These experiences have not only enhanced my skills but have also directly contributed to our team's success and overall organizational objectives.

In light of my enhanced skill set and the increased responsibilities I have taken on, I would like to discuss a possible adjustment to my salary to better reflect my contributions and commitment to [Company Name].

I am looking forward to the opportunity to further discuss this matter. Thank you for considering my request, and I appreciate your support.

Best regards,
[Your Name]