

[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 am writing to formally request a salary enhancement based on the valuable feedback I have received during my recent performance review. Over the past year, I have consistently met and exceeded my goals, which has contributed positively to our team's success.

Following the feedback session, I believe that my contributions, including [specific achievements or projects], warrant a review of my current salary. I have researched industry standards and found that my current compensation is below the average for similar positions.

I would appreciate your consideration of a salary increase to more accurately reflect my skills, contributions, and the market rates for my role. I am committed to continuing to produce high-quality work and contributing to our team's growth.

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

Sincerely,

[Your Name]