

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I would like to take this opportunity to discuss my current salary in light of recent industry benchmarking research I have conducted.

After extensively reviewing compensation packages offered in our industry for positions similar to mine, I have found that the average salary tends to be higher than my current compensation. Considering my contributions to the team and the value I bring to [Company Name], I believe a salary adjustment would reflect my performance and alignment with industry standards.

I would greatly appreciate the opportunity to discuss this matter further at your earliest convenience. Thank you for considering my request, and I look forward to your response.

Sincerely,

[Your Name]