

# Salary Negotiation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 discuss my current salary in light of the recent cost of living adjustments in our locality. Over the past year, I have greatly enjoyed my role as [Your Job Title] and have made significant contributions to our team and the overall success of [Company's Name].

As you know, the cost of living has increased significantly, and I believe it is essential to align my compensation with these changes. According to various reports and local data, the cost of living in [Your Location] has risen by [X%], impacting the affordability of essential expenses.

I would like to propose a salary adjustment that reflects these economic changes and recognizes my contributions to the team. I am confident that this adjustment will not only benefit my personal situation but will also enhance my motivation and productivity at work.

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

Sincerely,

[Your Name]