

# Salary Negotiation Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 express my gratitude for the opportunity to work at [Company Name] as a [Your Position]. I am writing to discuss my current salary in light of the industry standards and my contributions to the company.

Based on my research and the information available from [reputable sources, e.g., industry reports or salary benchmarks], I have found that the average salary for my role in our industry is approximately [average salary]. Given my [mention relevant experience, achievements, or skills], I believe a salary adjustment would be appropriate.

I greatly value my position at [Company Name] and am committed to contributing positively to our team's goals. I kindly request a meeting to discuss my salary in relation to industry standards and my ongoing contributions.

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

Sincerely,

[Your Name]