

Salary Negotiation Request

[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 hope this message finds you well. I want to take a moment to express my gratitude for the opportunities I have had at [Company's Name] and my enthusiasm for contributing to our team's success.

After conducting market research on current salary trends for my role as [Your Job Title], I discovered that the average salary for similar positions in our region is approximately [Market Salary]. Given my experience, performance, and the value I bring to the team, I would like to discuss the possibility of adjusting my salary to better align with these market benchmarks.

I believe that an adjustment in my salary would reflect not only my contributions but also my commitment to continuing to drive results at [Company's Name]. I am looking forward to discussing this matter further and am happy to provide any additional information to support my request.

Thank you for considering my request. I appreciate your time and look forward to our conversation.

Sincerely,
[Your Name]