

[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 am writing to discuss my current salary in light of the recent organizational budget changes. I appreciate the transparency from the management regarding the company's financial position, and I understand the challenges we are facing.

Over the past year, I have contributed significantly to [specific projects or responsibilities] that align with our organizational goals. Given my accomplishments and the increased responsibilities in my role, I would like to revisit the discussion around my compensation.

I believe that an adjustment in my salary would reflect my contributions and help maintain motivation and productivity, especially during this transitional period for our organization. I would appreciate the opportunity to discuss this matter further and explore potential solutions that align with our budgetary constraints.

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

Sincerely,

[Your Name]