

# Salary Negotiation Request for Promotion

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 formally request a meeting to discuss the possibility of a salary adjustment regarding my promotion to [New Position]. Over the past [duration], I have taken on additional responsibilities, including [specific responsibilities or projects], which I believe have contributed significantly to our team's success.

With the increased scope of my role, I would like to discuss a salary that reflects both my contributions and the industry standards for this position. According to my research, comparable positions in our sector are compensated at a higher rate, and I would appreciate the opportunity to review my compensation in light of these findings.

Thank you for considering my request. I look forward to discussing this matter further.

Sincerely,

[Your Name]