

[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. As we approach the annual performance review period, I would like to formally request a consideration for an adjustment to my salary based on my contributions and performance over the past year.

During this period, I have successfully [mention specific achievements and contributions], and I have continuously strived to exceed expectations in my role. I believe that my efforts have positively impacted our team and company goals.

Therefore, I kindly ask for the opportunity to discuss my salary and the possibility of an adjustment that reflects my contributions and commitment to the organization.

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

Sincerely,

[Your Name]