

# **Subject: Annual Salary Enhancement Appeal**

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a review of my current salary in light of the additional responsibilities I have taken on in the past year.

Since [specific date or period], I have had the opportunity to [briefly describe additional responsibilities, projects, or initiatives]. These added duties have allowed me to contribute more significantly to our team's success and have demonstrated my commitment to [Company Name].

Considering these new responsibilities and the value I bring to the team, I would like to discuss the possibility of an annual salary enhancement. I believe that a revision of my compensation would accurately reflect my contributions and the increased scope of my role.

Thank you for considering my request. I look forward to discussing this matter further and appreciate your support.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]