

Salary Increment Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a review of my current salary. Over the past year, I have made significant contributions to the team and have achieved the following milestones:

- Exceeded sales targets by [X%], leading to an increase in revenue of [amount].
- Successfully completed [specific project], which improved efficiency by [X%].
- Received [specific recognition or award], demonstrating my commitment to excellence.

Given these achievements and my continued dedication to [Company's Name], I believe it is appropriate to evaluate my salary for an increase. I appreciate your consideration of my request and would welcome the opportunity to discuss this further.

Thank you for your time and understanding.

Sincerely,

[Your Name]