

[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]

Subject: Request for Compensation Adjustment

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a review of my current compensation in light of the additional responsibilities I have recently taken on in my role as [Your Job Title].

Over the past [duration], I have successfully managed [describe additional responsibilities or projects]. This has not only increased my workload but has also contributed positively to the team's overall performance and efficiency.

Given these significant changes in my role and the value I believe I bring to the organization, I kindly request a meeting to discuss an adjustment to my compensation that reflects my current responsibilities and contributions.

Thank you for considering my request. I am looking forward to discussing this matter with you.

Sincerely,

[Your Name]