

Salary Discussion for Relocation

[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: Discussion on Salary Adjustment Due to Relocation

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally discuss my salary in light of my upcoming relocation to [New Location]. As you are aware, the cost of living in [New Location] is significantly different from [Current Location].

Given the changes in my living expenses, I believe it is important to revisit my salary to ensure it aligns with the demands of living and working in [New Location]. I have researched the cost of living adjustments and confirmed that an increase in salary would be appropriate.

I would appreciate the opportunity to discuss this matter further at your convenience. Thank you for considering my request, and I look forward to your response.

Best regards,

[Your Name]