

Date: [Insert Date]

[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 propose a salary increase based on my performance over the past [insert time period]. During this time, I have contributed to the team in several significant ways:

- [Specific Achievement #1]
- [Specific Achievement #2]
- [Specific Achievement #3]

Given my contributions and the positive impact they have had on our team and the company as a whole, I believe a salary adjustment is warranted. I have researched industry standards and found that a salary adjustment to [insert proposed salary] would align my compensation more closely with my role and contributions.

Thank you for considering my proposal. I would appreciate the opportunity to discuss this matter further.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]