

# Salary Negotiation Request

[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]

Dear [Manager's Name],

I hope this message finds you well. I would like to request a meeting to discuss my current salary and explore the possibility of a salary adjustment.

Over the past [duration of time], I have taken on additional responsibilities and contributed to [specific projects or achievements]. I believe my efforts have positively impacted our team and [Company's Name].

Given the industry standards and my contributions, I would appreciate the opportunity to discuss my compensation in relation to my role and the evolving needs of the team.

Thank you for considering my request. I look forward to the opportunity to discuss this further.

Sincerely,

[Your Name]