

# Salary Package Review Request

Date: [Insert Date]

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 package in light of the rising cost of living and the increased responsibilities I have taken on in my role as [Your Job Title].

As you are aware, the cost of living has significantly increased over the past year, impacting my financial situation. Additionally, I have successfully [briefly mention any achievements or additional responsibilities]. Given these factors, I believe that a salary adjustment is warranted.

I appreciate your consideration of this request and look forward to discussing it further. Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Your Contact Information]