

# Salary Negotiation Request

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Email Address]  
[Phone Number]  
[Date]

[Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a review of my current salary. I have thoroughly enjoyed working at [Company's Name] over the past [duration] and am committed to contributing to our team's success.

Given my achievements and the increased responsibilities I have taken on, I believe a discussion regarding my compensation is warranted. I have researched industry standards and feel that a salary adjustment to [desired salary] would more accurately reflect my contributions and market value.

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

Best regards,

[Your Name]