

CEO Compensation Adjustment Request

Date: [Insert Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a review of my current compensation package as CEO of [Company's Name]. Over the past [insert duration], I have been dedicated to driving the company's mission and achieving significant milestones including [briefly mention key achievements].

In light of the company's performance and my contributions, I believe that an adjustment to my compensation is warranted. I would appreciate the opportunity to discuss this matter further and provide necessary documentation to support my request.

Thank you for considering this adjustment. I look forward to your response.

Sincerely,

[Your Name]

CEO, [Company's Name]