

[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 wanted to take this opportunity to discuss my current salary in light of recent market research regarding compensation standards in our industry.

After conducting thorough research, I found that the average salary for my position within our market range is [insert salary range]. Given my experience, skills, and the contributions I have made to [Company's Name], I believe that a review of my current compensation is warranted.

I am committed to [Company's Name] and am excited about the work we do. However, I would greatly appreciate discussing a salary adjustment that reflects both my contributions and the market standards.

Thank you for considering my request. I look forward to our conversation.

Sincerely,
[Your Name]