

Salary Negotiation for Contract Extension

[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 am writing to discuss my upcoming contract extension and to explore the possibility of adjusting my salary to better reflect my contributions and the market standards.

Over the past [duration of employment], I have successfully [mention key achievements and responsibilities]. I believe that my skills and commitment to [Company's Name] have brought a significant value to the team.

As I consider my future with the company, I would like to propose a salary increase to [desired salary]. This adjustment would not only reflect my contributions but also align with the current market rates for my role.

I would appreciate the opportunity to discuss this matter further and am confident that we can come to a mutually beneficial agreement.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]