

Salary Negotiation for Promotion

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Salary Negotiation for Promotion

Dear [Manager's Name],

I hope this message finds you well. I would like to take this opportunity to discuss my potential promotion to [New Position] and the accompanying salary adjustment.

Over the past [duration], I have taken on additional responsibilities and have contributed to [specific achievements or projects]. These experiences have prepared me to take on the challenges of the new role effectively.

Based on my research and industry standards for this position, I believe that a salary of [proposed salary] would be appropriate. This figure reflects my skills, experience, and the value I bring to our team.

I appreciate your consideration of my request and look forward to discussing this matter further at your earliest convenience.

Thank you for your time.

Sincerely,

[Your Name]