

# Formal Salary Increase Proposal

Date: [Insert Date]

To,

[Manager's Name]  
[Company's Name]  
[Company's Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally propose a review of my current salary in light of my contributions to [Company's Name] over the past [time period].

During my tenure, I have consistently [mention key achievements, contributions, or responsibilities]. I believe that these contributions have had a positive impact on our team's performance and the company's overall success.

Given the growth in my responsibilities and the competitive market standards, I would like to request an adjustment to my salary to reflect my current role and contributions. I have conducted research on industry benchmarks and found that an increase of [proposed amount or percentage] would be appropriate.

I am open to discussing this further and am willing to provide any additional information needed. Thank you for considering my request, and I look forward to the opportunity to discuss this matter with you.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Your Contact Information]