

Letter of Inquiry for Salary Reassessment

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a reassessment of my current salary due to [briefly explain reason, e.g., increased responsibilities, market salary changes, etc.].

Since joining [Company Name] on [start date], I have [mention accomplishments, contributions, and positive impact on the team or company].

Given my contributions and the evolving standards in our industry, I believe a review of my salary would be appropriate at this time. I am open to discussing this further and providing any additional information you may require.

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

Sincerely,

[Your Name]