

Request for Pay Raise

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 review of my current salary in light of my contributions and accomplishments within the company.

Since joining [Company Name] on [Your Start Date], I have taken on additional responsibilities, consistently met performance targets, and contributed to [specific projects or goals]. Given my commitment and the results I have achieved, I believe that a pay raise is warranted.

I would appreciate the opportunity to discuss my request with you in further detail and explore possibilities for adjusting my compensation to better reflect my performance and contributions to the team.

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

Sincerely,

[Your Name]