

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[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 formally inquire about a potential pay raise in light of the enhanced responsibilities I have taken on in my role as [Your Job Title]. Over the past [duration], I have successfully managed additional tasks such as [describe responsibilities], which I believe have significantly contributed to our team's success and the company's overall goals.

Given my increased workload and the value I bring to the organization, I would appreciate the opportunity to discuss a possible adjustment to my compensation. I am dedicated to continuing my contributions and further enhancing my skills to support our objectives.

I would be grateful if we could schedule a meeting to discuss this matter at your earliest convenience. Thank you for considering my request.

Warm regards,

[Your Name]

[Your Job Title]