

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[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 request a salary revision based on industry standards and the contributions I have made to [Company's Name] during my tenure. Over the past [duration], I have taken on additional responsibilities and have consistently delivered high-quality results in my role as [Your Job Title].

According to recent industry reports and salary surveys, the average salary for a [Your Job Title] in our sector is approximately [Industry Average Salary]. Given my experience and the value I contribute to the team, I respectfully request a review of my current salary to align it more closely with these industry standards.

I look forward to discussing this matter with you at your earliest convenience. Thank you for considering my request.

Sincerely,

[Your Name]