

Salary Increase Request Approval

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Salary Increase Approval

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request your approval for a salary increase based on my recent performance and contributions to the team.

Over the past [duration], I have successfully [mention specific achievements or projects], which have positively impacted our team's goals and results.

Considering my contributions and the current market standards for my position, I believe an adjustment to my salary is warranted.

I appreciate your attention to this matter and look forward to discussing it further.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]