

# Salary Agreement Examination

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an examination of my current salary agreement as per our employment contract dated [Insert Contract Date]. Given the recent changes in my role and the market standards, I believe it is necessary to review my compensation package.

Please let me know a suitable time for us to discuss this matter in detail. I appreciate your attention to this request and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]