

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[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 appeal for an increase in my hourly rate due to [briefly state reasons such as increased responsibilities, market rates, exceptional performance, etc.].

Since [mention start date or duration], I have taken on additional duties, including [list specific duties or responsibilities]. I believe these contributions have significantly enhanced our team's performance and the company's overall success.

Additionally, I have conducted research on the market rates for positions similar to mine and found that my current rate is below the industry average. I believe an adjustment would align my compensation more closely with my contributions and the prevailing rates.

I am very passionate about my role at [Company Name] and am committed to continued excellence in my work. I would appreciate the opportunity to discuss this matter at your earliest convenience.

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

Sincerely,
[Your Name]
[Your Job Title]