

[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 discuss my current salary in light of the recent increases in the cost of living that have affected many of us. As you may know, inflation has impacted everyday expenses, and I believe it's important to reassess compensation to ensure it reflects the economic climate.

In my time at [Company's Name], I have consistently strived to exceed expectations in my role, contributing to our team's success by [mention specific achievements or contributions]. I have greatly enjoyed my time here and remain committed to delivering high-quality work.

With the rising cost of living, I would like to formally inquire about the possibility of a pay raise. I believe this adjustment would not only help alleviate financial pressures but also motivate me to continue delivering my best work for the company.

Thank you for considering my request. I would appreciate the opportunity to discuss this matter further at your convenience.

Sincerely,

[Your Name]