

[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]

Subject: Request for Salary Increase

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a salary review following my recent performance appraisal on [date of appraisal]. Over the past year, I have dedicated myself to contributing positively to our team's goals, and I believe that my efforts warrant consideration for a salary increase.

During this appraisal period, I successfully achieved [specific achievements, projects, or contributions], which I believe have positively impacted our department and company. I am committed to maintaining high performance and contributing even more in the future.

Given my accomplishments and the increased responsibilities I have taken on, I kindly ask that we discuss a salary adjustment that reflects my contributions to the company. I am confident that my skills and dedication will continue to yield positive results.

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

Sincerely,

[Your Name]