

Salary Revision Request

Date: [Insert Date]

To,

[Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a salary revision based on my exceptional contributions to the [Project Name] project, which I led and completed successfully on [Project Completion Date].

During the course of this project, I [describe specific contributions, achievements, or outcomes]. As a result of these efforts, we achieved [mention any metrics or positive impact].

Given these accomplishments, I believe that a salary revision is warranted. I am committed to continuing to contribute to the success of our team and the wider objectives of [Company Name].

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]