

Salary Negotiation Request

[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: Salary Adjustment Request

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally discuss my current salary in light of the recent competitive market adjustments within our industry. Over the past [duration] at [Company's Name], I have taken on various responsibilities and have made significant contributions to our team, including [mention key achievements or contributions].

Given the current market trends and salary benchmarks for my role, I believe that an adjustment to my salary would reflect my contributions and align with industry standards. I have researched and found that the average salary for [your job title] in our market is [provide data or sources].

I appreciate the opportunities provided to me at [Company's Name] and am committed to continuing to contribute positively to our team. I would welcome the chance to discuss this matter further and explore possibilities for a salary adjustment.

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

Best regards,

[Your Name]