

Salary Negotiation Letter for Contract Renewal

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. As my current contract approaches its renewal date, I wanted to take the opportunity to discuss the terms of my contract, specifically regarding my salary.

Over the past [duration], I have demonstrated my commitment to [Company's Name] by [briefly mention achievements or contributions]. Given the value I bring to the team, I would like to propose a salary adjustment that reflects my contributions and aligns with industry standards.

I have conducted market research and found that the average salary for my position is [insert salary range]. I believe a salary adjustment to [proposed salary] would be fair and competitive.

I am passionate about continuing my work with [Company's Name] and contributing to our mutual success. I look forward to discussing this further and reaching an agreement that satisfies both parties.

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

Sincerely,
[Your Name]