

# Request for Pay Raise

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 formally request a pay raise due to the additional responsibilities I have taken on in my role as [Your Position] over the past [duration].

Since [specific time frame], I have successfully [mention specific tasks or responsibilities added] which have contributed to [mention results or benefits to the company]. I have thoroughly enjoyed the challenge and believe that my efforts in [specific responsibilities] have exceeded the expectations laid out in my current role.

Given the increased scope of my work and the positive impact it has had, I would appreciate the opportunity to discuss an adjustment to my current salary that reflects these additional responsibilities. Based on industry standards and my contributions, I believe that a salary of [proposed salary] would be appropriate.

I am committed to contributing to the ongoing success of [Company's Name] and look forward to discussing this matter further. Thank you for considering my request. I appreciate your understanding and support.

Sincerely,

[Your Name]