

# Salary Negotiation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

Dear [Manager's Name],

I hope this message finds you well. I am writing to discuss my current salary in light of my recent qualifications and contributions to the team. As you are aware, I have recently completed [mention any certifications, degrees, or training], which I believe have significantly enhanced my skills and value to the company.

Since joining [Company Name], I have successfully [mention specific achievements or contributions]. I am committed to continually improving and contributing positively to our team's objectives.

Given my updated qualifications and the results I have delivered, I would like to request a meeting to discuss a possible salary adjustment. I believe this will align my compensation more closely with the value I provide to the organization.

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

Sincerely,

[Your Name]