

Date: [Insert Date]

[Recipient's Name]

[Recipient's Job Title]

[Company/Organization Name]

[Company Address Line 1]

[Company Address Line 2]

Dear [Recipient's Name],

Subject: Formal Request for Salary Raise

I am writing to formally request a review of my current salary for my position as [Your Job Title] at [Company/Organization Name].

Over the past [duration of employment], I have taken on additional responsibilities and contributed to [mention specific achievements, projects, or contributions]. My skills have grown, and I believe my work has positively impacted our team and company objectives.

Based on my performance and the increased scope of my role, I kindly request a salary review. I believe a salary adjustment would accurately reflect the value I bring to the company.

I welcome the opportunity to discuss my request in more detail at your convenience. Thank you very much for your consideration.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]