

Salary Increase Request Letter Template

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request a review of my current salary. Over the past [number] of [months/years], I have thoroughly enjoyed working at [Company Name] and am proud of the contributions I have made to our team.

Since my last review, I have taken on additional responsibilities, such as [specific tasks or projects]. These contributions have led to [positive outcomes, such as increased sales, improved efficiency, etc.].

Furthermore, according to my research, the average salary for someone in my position is [amount], which is [percentage] higher than my current salary.

Given my performance and contributions, I believe a review of my current salary is warranted. I would appreciate the opportunity to discuss this further and look forward to your response. Thank you for considering my request.

Sincerely,

[Your Name]