

Formal Salary Appraisal Request

Subject: Request for Salary Appraisal

Dear [Manager Name],

I am writing to request a salary appraisal in recognition of my contributions and performance over the past [Time Period]. During this period, I have successfully [List Key Achievements or Contributions].

I kindly request a review of my current compensation and would appreciate a discussion regarding potential adjustments based on my performance.

Thank you for your consideration.

Best regards,

[Your Name]

[Position / Department]

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