

Request for Salary Increase or Promotion

Subject: Request for Compensation Review

Dear [Manager's Name],

I am writing to request a review of my current compensation package. Since joining [company name] [time period] ago, I have taken on significant additional responsibilities and consistently delivered results that exceed expectations.

During my tenure, I have accomplished the following: [list 3-5 specific achievements with measurable results]. These contributions have directly impacted [department/company goals] and generated [specific value, if quantifiable].

Based on my research of current market rates for [position] with my level of experience and qualifications, I believe my compensation is below industry standards. Additionally, colleagues in similar roles at comparable companies are earning [percentage or range] more.

I am requesting a salary adjustment to [specific amount or range], which I believe fairly reflects my contributions, market value, and the expanded scope of my role. I am committed to continuing to deliver exceptional results for our team.

I would welcome the opportunity to discuss this matter with you in detail. Please let me know when would be convenient for you to meet.

Thank you for your time and consideration.

Best regards,

[Your Name]

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