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# Salary Increment Request Letter

[Your Name]  
[Your Job Title]  
[Your Company Name]  
[Address]  
[City, State, ZIP Code]  
[Date]

**To:**

[Manager's Name]  
[Manager's Job Title]  
[Company Name]  
[Address]  
[City, State, ZIP Code]

**Subject:** Request for Salary Increment

**Dear [Manager's Name],**

I am writing to formally request a review of my current salary based on my contributions to the organization and the added responsibilities I have taken on. Over the past [time period], I have [list specific achievements, e.g., completed key projects, improved processes, exceeded performance targets, etc.].

Given these contributions and the market standards for my role, I believe a salary adjustment would reflect my value to the company. I would greatly appreciate the opportunity to discuss this further at your convenience.

Thank you for your time and consideration.

**Sincerely,**

[Your Full Name]