

[Your Name]  
[Your Position]  
[Department]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Manager's Name]  
[Manager's Position]  
[Company Name]

Dear [Manager's Name],

I am writing to formally request a review of my current salary, with consideration for an adjustment aligned with prevailing industry standards. Over the course of my tenure at [Company Name], I have consistently strived to exceed expectations in my role as [Your Position], contributing to both team and organizational goals.

Having conducted thorough research on the current market rates for similar positions within our industry, I have found that my present compensation is below the average salary benchmarks. According to sources such as [cite specific industry report/statistics], professionals with similar experience and expertise are compensated at a higher rate than my current salary.

During my time with [Company Name], I have:

- Successfully [describe a specific achievement or responsibility].
- Consistently met or exceeded performance targets, notably [give a quantifiable example, if possible].
- Contributed to [mention projects, initiatives, or company goals you have significantly impacted].

Given my contributions and the market data indicating a discrepancy between my compensation and industry standards, I respectfully request a salary adjustment to align my pay with the current market rate. I am confident that this adjustment will reflect both my dedication to [Company Name] and the value I bring to the organization.

I am open to discussing this matter further at a time that is convenient for you. Thank you very much for considering my request, and I look forward to continuing to contribute to the ongoing success of [Company Name].

Sincerely,  
[Your Name]