

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

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

Subject: Request for Salary Increment Due to Cost of Living Adjustment

Dear [Manager's Name],

I hope this letter finds you well. I am writing to formally request a review of my current salary in consideration of the recent increase in the cost of living. Over the past [duration, e.g., year], I have continued to dedicate myself to my role as [Your Position] at [Company Name], consistently striving to contribute positively to the team and to the company's success.

During my tenure, I have taken on additional responsibilities, achieved significant milestones such as [briefly list key achievements or contributions], and have remained committed to upholding the organization's standards and objectives. I am grateful for the opportunities that [Company Name] has provided and take pride in the work that I do here.

However, with the ongoing changes in the economy and the rising costs associated with daily living-such as housing, transportation, and essential goods-a review of my compensation has become necessary. According to recent statistics, the inflation rate has increased substantially, thereby impacting my overall purchasing power.

Given my continued contributions and the need to keep my remuneration competitive and fair, I formally request a salary adjustment that reflects the current economic climate. I am confident that with your understanding and support, we can reach a mutually agreeable resolution that ensures both my professional satisfaction and continued productivity.

Thank you for your time and consideration. I am open to discussing this further at your earliest convenience.

Sincerely,  
[Your Name]