

Date: [Insert Date]

To,
[Recipient Name]
[Recipient Designation]
[Company Name]
[Company Address]

Subject: Request for Salary Revision Due to New Project Assignments

Dear [Recipient Name],

I am writing to formally request a revision of my current salary in light of the new project assignments and increased responsibilities that have recently been entrusted to me. I am grateful for the confidence and trust that the management has placed in me by assigning these challenging and critical projects, and I am fully committed to delivering exceptional results.

Over the past [duration – e.g., few months/weeks], my role has evolved significantly to encompass not only my original duties but also a range of additional responsibilities essential for the success of our ongoing and upcoming projects. This has included [briefly list new tasks, e.g., overseeing project teams, managing project timelines, coordinating cross-functional activities, and ensuring timely delivery of key milestones].

I am proud to have contributed positively to the progress and outcomes of these initiatives. I believe that my expanded role and increased workload reflect the value I bring to the organization, and I am committed to continuing this level of performance as we move forward.

In view of these enhanced responsibilities, I kindly request a fair adjustment to my compensation that is commensurate with my contributions and the expectations of my new role. I am confident that a review of my performance and the added value through these new challenges justifies this request.

Thank you for considering my request. I am happy to discuss this further at your convenience and provide any additional information required.

Sincerely,
[Your Name]
[Your Designation]
[Contact Information]