

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

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

Dear [Recipient's Name],

I am writing to formally request a review of my current salary in light of the significant increase in the cost of living over recent months. As an employee committed to the ongoing success and growth of [Company Name], I believe that maintaining a stable financial position is essential to sustain my motivation and productivity at work.

The rising prices of housing, utilities, transportation, and daily necessities have made it increasingly challenging to manage my financial obligations. While I remain dedicated to my responsibilities, these external economic pressures have had a noticeable impact on my financial stability and quality of life.

I kindly request that you consider a salary review to adequately reflect the current economic conditions and ensure that my compensation aligns with the increased cost of living. I am confident that such an adjustment would enable me to continue performing to the best of my abilities and contributing positively to the company's objectives.

Thank you very much for your time and attention to this matter. I would appreciate the opportunity to discuss my request further at your convenience.

Sincerely,  
[Your Name]