

Professional tone for work-related request

Subject: Request for Salary Review

Dear [Manager's Name],

I am writing to request a review of my current salary. Over the past [X months/years], I have consistently met and exceeded my performance goals, contributed to successful projects, and taken on additional responsibilities.

I believe a salary adjustment would fairly reflect my contributions and dedication to the company. I would appreciate your consideration and the opportunity to discuss this in person.

Thank you for your time.

Sincerely,

[Your Name]

[Position]

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