Subject: Salary increase request from [Your Name]

Hi [Supervisor’s Name],

In regard to our earlier discussion, below is my salary increase request.

Since my last promotion, I have been performing many additional duties and have [insert accomplishment].

[Add more achievements and accolades, if you have]

In light of these developments and the prevalent salary ranges in the industry for my current position, I was hoping for a salary increase to [target salary amount] per year.

I believe you will take the necessary steps to facilitate this salary increase to ensure my continued growth.