**From-** [**manishaakumawat16@gmail.com**](mailto:manishaakumawat16@gmail.com)

**To-** [**abz@gmail.com**](mailto:abz@gmail.com)

**CC-**

**BCC-**

**Subject:** Request for Salary Review – Data Analyst Position

**Dear Mahesh Sir,**

I hope you are doing well.

I am writing to formally request a review of my current salary for my role as a **Data Analyst** at xyz company. Over the past 18 months, I have consistently worked to support key business decisions through accurate data analysis, reporting, and insights that have contributed to improved process efficiency, supported major campaigns.

I’ve taken on additional responsibilities such as automating reporting systems, training new team members, leading a project and I believe my performance and contributions reflect my commitment to the role and the team’s success.

Given my performance, market benchmarks, and increased responsibilities, I would be grateful if we could discuss the possibility of a salary adjustment that reflects my contributions and value to the organization.

I am open to meeting at your convenience to further discuss this request. Thank you for considering it, and I appreciate your continued support and guidance.

Warm regards,  
**Manisha Kumawat**

[Manishaakumawat16@gmail.com](mailto:Manishaakumawat16@gmail.com)

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