

[Your Name]
[Your Current Job Title]
[Date]

[Manager's Name]
[Company Name]

Subject: Request for Market Salary Alignment - Relocation to [New City/State]

Dear [Manager's Name],

I am writing to formally request a review of my current compensation in light of my upcoming relocation to [New City/State], effective [Date].

As I transition my role to this new location, I have conducted research into the local labor market and cost-of-living indices. Data suggests that the market rate for a [Your Job Title] in [New City] is approximately [Percentage]% higher than my current compensation package. To ensure my salary remains competitive and aligned with the geographic standards of this new region, I am requesting an adjustment to [Specific Salary Amount] per year.

I remain fully committed to [Company Name] and am excited to continue contributing to the [Department Name] team from my new location. I believe this adjustment will reflect the local economic conditions while acknowledging my ongoing contributions to the company.

I have attached a brief summary of the market data I utilized for this request. I would appreciate the opportunity to discuss this further at your earliest convenience.

Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]