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

[Manager's Name]
[Manager's Title]
[Company Name]

Subject: Salary Increase Request - Certified Diversity Professional (CDP) Credential

Dear [Manager's Name],

I am writing to formally share that I have successfully earned the Certified Diversity Professional (CDP) designation through the Institute for Diversity Certification. This credential validates my expertise in developing and implementing strategic Diversity, Equity, and Inclusion (DEI) initiatives that align with our organizational goals.

Since obtaining this certification, I have applied advanced frameworks to our current projects, including [mention a specific project or improvement]. This specialized skill set allows me to provide higher-level oversight of our culture programs and risk management efforts, reducing the need for external consultancy.

Given this increase in my professional qualifications and the added value I bring to the team, I would like to request a salary review. Based on industry standards for CDP-certified professionals in [Your City/Region], I am proposing an adjustment of [Percentage or Dollar Amount] to my current base salary.

I am committed to leveraging these new skills to further our company's success. I look forward to discussing this request with you in our next meeting.

Sincerely,

[Your Signature]
[Your Printed Name]