How to Ask for a Raise: Template

Thank you for taking the time to meet with me today. Since I've taken on several new responsibilities this year and I feel I've done a consistently good job in my role, I'd like to revisit my salary.

Since my last performance review, I've **[list of 2-4 significant accomplishments that highlight the value you bring to the company]**.

That being said, based on the performance I've given thus far and on my research of similar positions, I feel that the appropriate salary for my position would be **[X amount you'd like to ask for]**.

However, I'm of course open to discussing this with you and hearing your thoughts so we can come to an agreement that works for both of us.