

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a review of my current salary. Over the past [duration, e.g., "year"], I have taken on additional responsibilities and have made significant contributions to our team and the organization as a whole.

In [specific project or task], I [describe your role and success, e.g., "led the team to achieve a 20% increase in productivity"]. Additionally, I have consistently [mention any relevant achievements, recognitions, or contributions, e.g., "exceeded targets and improved client satisfaction rates"].

Given these contributions and in consideration of industry standards for my role, I believe a salary adjustment to [\$desired salary] would be appropriate. I am confident that this increase aligns with the value I bring to the team and the goals of our organization.

Thank you for considering my request. I look forward to discussing this matter further.

Sincerely,

[Your Name]
[Your Job Title]