

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's 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 and to discuss the possibility of a pay raise.

Over the past [duration of time since last raise], I have taken on additional responsibilities and have contributed to [specific projects or achievements]. Some key accomplishments include:

- [Achievement 1 with specific details]
- [Achievement 2 with specific details]
- [Achievement 3 with specific details]

As I continue to grow in my role and contribute to the success of our team, I believe that a salary adjustment is appropriate. I have researched industry standards and found that the average salary for my position in our area is [average salary], which is higher than my current compensation.

I am passionate about my work here and am committed to delivering results that align with our company's goals. I would appreciate the opportunity to discuss this matter further and explore how my contributions can be reflected in my compensation.

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

Sincerely,

[Your Name]
[Your Job Title]