

[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. Over the past [duration], I have taken on additional responsibilities and contributed significantly to our projects, including [specific examples of your contributions].

Given my performance and the value I bring to the team, I believe a salary adjustment is warranted. I would appreciate the chance to discuss this with you at your earliest convenience.

Thank you for considering my request. I look forward to your response.

Sincerely,
[Your Name]