

[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 salary review based on my contributions to [Company's Name] and my personal growth in my role as [Your Job Title].

Since [mention the time frame, e.g., "the previous review period" or "joining the company"], I have taken on additional responsibilities, including [list specific tasks, projects, or achievements]. These contributions have resulted in [mention any positive outcomes, like increased sales, improved processes, etc.].

Given my commitment to the team and the positive impacts of my work, I believe it is appropriate to discuss an adjustment to my salary. According to my research on industry standards and considering my experience and performance, I would like to propose a [specific percentage or amount] increase.

I am dedicated to continuing my growth and contributing to [Company's Name]. I would appreciate the opportunity to discuss this matter further and explore the possibility of a salary adjustment.

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

Sincerely,

[Your Name]
[Your Job Title]