

[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. I have been with [Company's Name] for [duration of employment] and during this time, I have taken on additional responsibilities and have contributed positively to our team and company goals.

In the past year, I have [mention specific achievements, projects, or contributions]. I believe that these efforts have positively impacted our department and contributed to the overall success of the company.

Given my contributions and the market standards for my role, I kindly ask you to consider a salary adjustment. I am committed to continuing my growth within [Company's Name] and contributing to our future successes. Thank you for considering my request. I look forward to discussing this matter further.

Sincerely,  
[Your Name]  
[Your Job Title]