

[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] and have taken on additional responsibilities such as [mention any significant contributions, projects, or achievements].

[Provide specific examples of your contributions and how they have impacted the team or company positively.]

Given these contributions and my commitment to the team, I believe that a salary adjustment would reflect my value to the company. Based on my research and current industry standards for my position, I would like to request a salary increase to [proposed salary or percentage increase].

I appreciate your consideration of my request and look forward to discussing this matter further. Thank you for your time.

Sincerely,

[Your Name]
[Your Job Title]