

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company Name]  
[Company 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 of employment or specific time period], I have taken on additional responsibilities and consistently contributed to [specific projects or achievements], which I believe have added significant value to our team and the company as a whole.

Given my contributions and the market rate for my position, I would like to discuss the possibility of a salary adjustment. I am committed to continuing my growth and contributions to [Company Name], and I believe that this adjustment would reflect my dedication and performance.

I would appreciate the opportunity to discuss this matter further at your earliest convenience. Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Job Title]