

[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 based on my contributions to [Company's Name] and my performance over the past [duration, e.g., year, months].

Since joining the team, I have taken on additional responsibilities, including [briefly list specific duties or projects], which I believe have positively impacted our department's goals. As we aim to [mention any relevant company goals or objectives], I have consistently sought to improve my skills and deliver quality work that aligns with these objectives.

In light of my contributions and the evolving nature of my role, I would greatly appreciate the opportunity to discuss a potential salary adjustment that reflects my performance and value to the organization. I have researched industry standards and believe a salary increase would align my compensation more closely with market rates for my position. I am open to discussing this matter at your earliest convenience and am available for a meeting to further elaborate on my contributions and the rationale behind my request. Thank you for considering my proposal, and I look forward to your response.

Sincerely,

[Your Name]
[Your Job Title]