

[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 want to start by expressing my gratitude for the positive feedback I received during my recent performance review. It was encouraging to learn that my contributions over the past year have positively impacted our team and the company's goals.

In light of my performance and the increased responsibilities I have taken on, I would like to formally request a review of my current salary. Since my last compensation adjustment, I have [briefly mention any specific accomplishments, projects, or contributions that justify your request]. Based on my research and current market standards for my position, I believe that a salary adjustment would more accurately reflect my contributions and efforts.

I am passionate about my role at [Company's Name] and am committed to continuing to deliver high-quality work and support our team's objectives. I appreciate your consideration of my request, and I am open to discussing this matter at a time convenient for you.

Thank you for your attention to this request. I look forward to your response.

Sincerely,

[Your Name]
[Your Job Title]