

[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 and to discuss the possibility of a pay raise.

Since joining [Company Name] on [Start Date], I have taken on several additional responsibilities, including [list specific responsibilities or accomplishments]. These contributions have [mention any positive outcomes, such as increased sales, improved efficiency, etc.].

I have researched industry standards and found that my current compensation is below the average for similar positions in our field.

I am truly passionate about my work at [Company Name] and am dedicated to continuing to contribute to our team's success. I would appreciate the opportunity to discuss my salary and the possibility of an adjustment that reflects my contributions and market standards.

Thank you for considering my request. I look forward to your response and hope we can schedule a time to meet.

Sincerely,

[Your Name]
[Your Job Title]