

[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 in light of my contributions to [Company's Name] and my ongoing professional growth since my last compensation adjustment.

Over the past [duration], I have taken on several additional responsibilities, including [mention specific projects, tasks, or initiatives]. These efforts have not only [explain how these contributions have positively impacted the team or company], but have also contributed to [mention measurable outcomes, such as increased sales, improved efficiency, etc.].

Additionally, I have continued to enhance my skills through [mention any relevant training, certifications, or education], which allows me to deliver even greater value to our team. Given the increased scope of my work and my commitment to [Company's Name], I believe that a salary adjustment is warranted.

I have researched industry standards and found that the average compensation for my role within our sector is [mention salary range or benchmark]. Given my contributions and the value I bring to the organization, I would like to request an adjustment to my salary to align more closely with these standards.

Thank you for considering my request. I would appreciate the opportunity to discuss this further and explore how we can reach a mutual agreement.

I look forward to your response.

Sincerely,

[Your Name]  
[Your Job Title]