

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[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 would like to take this opportunity to formally request a review of my current salary. Over the past [duration of time], I have dedicated myself to contributing positively to our team and the company's overall goals.

During my time in my position as [Your Job Title], I have successfully accomplished [specific achievements or responsibilities], which have led to [positive outcomes for the company, such as increased sales, improved efficiency, etc.]. My contributions have not only benefited our team but have also aligned closely with the company's mission to [mention any relevant company goals or values].

Additionally, I have taken on additional responsibilities such as [list any extra duties or projects], which demonstrate my commitment to the team and my willingness to go above and beyond. Given the current market trends and my research on comparable positions, I believe that a salary adjustment is warranted to reflect my performance and dedication.

I am truly passionate about my role here and am motivated to continue contributing to our team's success. I would appreciate the opportunity to discuss my request further and explore how my efforts can continue to support the company's vision.

Thank you for considering my request. I look forward to discussing this matter with you soon.

Sincerely,

[Your Name]  
[Your Job Title]