

[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. I have greatly appreciated the opportunities and experiences I have gained while working at [Company's Name] and believe that my contributions have positively impacted our team and the organization as a whole.

Over the past [duration of time], I have taken on additional responsibilities, including [specific examples of contributions, projects, or achievements]. These accomplishments have not only improved our workflow but also contributed to the overall success of our department.

In light of my increased contributions and the current market standards, I would like to discuss a potential salary increase. I have researched comparable positions within our industry and believe that my skills and experience warrant consideration for a higher compensation.

I would appreciate the opportunity to meet with you to discuss this matter further. Thank you for considering my request. I look forward to your response.

Sincerely,
[Your Name]
[Your Job Title]