

[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 been with [Company's Name] as a [Your Job Title] for [length of time], and I have taken great pride in my contributions to our team and the overall success of the company. Over the past [period of time], I have [mention key achievements, responsibilities, and any additional contributions]. I believe that these efforts have positively impacted our [mention relevant outcomes, projects, or goals].

Given my contributions and the current market trends for my position, I would like to discuss the possibility of a salary increase. I am committed to continuing my professional growth and my contributions to [Company's Name].

I appreciate your consideration of my request and look forward to discussing this matter with you further.

Thank you for your time.

Sincerely,

[Your Name]
[Your Job Title]