

[Your Name]

[Your Position]

[Your Department]

[Your Company]

[Date]

[Manager's Name]

[Manager's Position]

[Company Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a review of my current salary based on my contributions and performance over the past [duration, e.g., year, months].

Since [start date or specific project], I have successfully [list specific achievements or responsibilities, e.g., increased sales, improved efficiency, completed projects], which I believe have positively impacted our team's goals and the overall success of the department.

Given my commitment and results, I would appreciate the opportunity to discuss a possible salary increase to reflect my contributions. I am keen to continue growing with [Company Name] and am confident that my efforts warrant such recognition.

Thank you for considering my request. I look forward to our discussion.

Sincerely,

[Your Name]

[Your Contact Information]