

[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 meeting to discuss a possible pay raise based on my contributions and performance over the past [duration, e.g., year].

Since [specific time frame or start date], I have taken on various responsibilities, including [list specific achievements or contributions]. I believe these enhancements have positively impacted our team's productivity and overall success.

In light of my contributions and the industry standards for my role, I would like to discuss the possibility of adjusting my salary to better reflect my contributions and the value I bring to our team.

I appreciate your consideration of my request and look forward to discussing this matter further. Please let me know a convenient time for us to meet.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Job Title]