

[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. Over the past [duration of time], I have taken on additional responsibilities and have made significant contributions to the team, including [briefly outline specific achievements or contributions].

In light of my [mention any relevant skills, certifications, or experiences], I believe that my performance and dedication warrant a discussion about a potential pay raise. [You can include market salary data or industry standards if relevant.]

I appreciate your consideration of my request and would be grateful for the opportunity to discuss this further. Please let me know a convenient time for us to meet.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]