

[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 discussion regarding my current salary. Over the past [time period], I have taken on additional responsibilities and contributed to several key projects, including [mention specific projects or achievements].

Given my contributions, I believe that my skills and experience warrant a review of my compensation. I would appreciate the opportunity to meet and discuss this matter further at your convenience.

Thank you for considering my request. I look forward to your response.

Sincerely,  
[Your Name]