

[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. Since joining [Company's Name] on [start date], I have taken on additional responsibilities, including [specific examples of contributions or accomplishments].

Given my contributions and the value I bring to the team, I believe a pay increase is warranted. I would appreciate the opportunity to discuss this further at your earliest convenience.

Thank you for considering my request.

Sincerely,
[Your Name]