

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company 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 Name] on [Your Start Date], I have taken on additional responsibilities and have consistently demonstrated my commitment to our goals.

In reviewing my contributions, I would like to highlight the following achievements:

- [Achievement 1: Brief description of the achievement and its impact]
- [Achievement 2: Brief description of the achievement and its impact]
- [Achievement 3: Brief description of the achievement and its impact]

Given my increased contributions and the current market trends for my role, I believe that a salary adjustment is warranted. Based on my research and current industry standards, I propose a salary of [Proposed Amount], which I feel accurately reflects my contributions and dedication to the team.

I would appreciate the opportunity to discuss this matter further at your convenience. Thank you for considering my request. I look forward to our continued success at [Company Name].

Sincerely,

[Your Name]
[Your Job Title]