

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[HR Manager's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [HR 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 [Start Date], I have taken on additional responsibilities, including [mention specific responsibilities or projects], which have contributed to the success of our team and the organization.

In light of my contributions and the increasing cost of living, I believe that a salary adjustment would be appropriate. I have conducted research on current market rates for my position and found that my current compensation is below the industry average.

I am proud to be a part of [Company Name] and am committed to delivering high-quality work. I would appreciate the opportunity to discuss this matter further at your earliest convenience.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Job Title]