

[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 [time period] with [Company's Name], I have taken on additional responsibilities and have consistently worked to contribute to our team's success.

Some of my key contributions include:

- [Contribution 1]
- [Contribution 2]
- [Contribution 3]

Given these contributions and the current market standards for my role, I believe that a salary adjustment is warranted. I am committed to continuing to drive results for our team and contribute to [Company's Name].

I would appreciate the opportunity to discuss this matter with you at your earliest convenience. Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Job Title]