

[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 based on my contributions and responsibilities within [Your Department/Team Name] over the past [duration, e.g., year, six months].

Since joining [Company Name], I have consistently strived to deliver results that align with our organizational goals. Highlights of my contributions include:

- [Specific Achievement or Project 1]
- [Specific Achievement or Project 2]
- [Specific Achievement or Project 3]

In addition to my contributions, I have also taken on additional responsibilities such as [mention any new responsibilities]. I believe these efforts demonstrate my commitment to the success of our team and the organization.

Considering my experience, performance, and the current industry standards for my role, I kindly request that my salary be reviewed. I am confident that an adjustment would reflect my dedication and the value I bring to the company.

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

Sincerely,

[Your Name]  
[Your Job Title]