

[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 in light of my contributions to [Company's Name] and the value I bring to my role as [Your Job Title].

Over the past [duration of time], I have successfully [mention specific accomplishments, projects, or responsibilities that demonstrate your value]. In addition to my accomplishments, I have taken on additional responsibilities such as [mention any extra duties], which have further enhanced our team's productivity and success.

I have researched the current market salary for my position, and I believe that an adjustment to my wage would better reflect my contributions and align with industry standards.

I appreciate your consideration of my request and would be happy to discuss this matter further at your earliest convenience. Thank you for your support and understanding.

Sincerely,  
[Your Name]