

[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. Since joining [Company's Name] on [Start Date], I have taken on additional responsibilities and contributed to several successful projects, including [mention specific projects or achievements].

Given the market trends and my contributions to the team, I believe a salary review is warranted. I am committed to continuing my efforts to support our goals and drive success for our team.

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]