

[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 annual salary. Over the past year, I have taken on additional responsibilities and successfully contributed to several key projects, including [mention specific achievements or contributions]. I believe that my performance and the value I bring to the team warrant a discussion regarding my compensation. I have conducted research on industry standards and have noted that my current salary is below the average for my role.

I would appreciate the opportunity to meet with you to discuss this matter further. Thank you for considering my request, and I look forward to your response.

Sincerely,

[Your Name]
[Your Job Title]