

[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 letter finds you well. I am writing to formally request a salary review based on my contributions to [Company's Name] and the value I bring to our team.

Over the past [duration], I have [mention specific achievements, contributions, or responsibilities that demonstrate your value, such as exceeding targets, taking on additional responsibilities, or improving processes]. These contributions have not only enhanced my performance but have also positively impacted our team's success and the company's overall objectives.

According to industry standards and salary surveys, the average salary for my position in our sector is [mention relevant salary data].

Considering my experience, skills, and the results I have delivered, I believe a salary increase would be a fair acknowledgment of my efforts and dedication.

I am fully committed to [Company's Name] and look forward to continuing to contribute to our success. I would appreciate the opportunity to discuss this matter with you further and explore a potential adjustment to my salary.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]