

[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. Having been with [Company's Name] for [duration of employment], I am proud of my contributions and the progress we have made as a team.

Over the past [specific time frame], I have taken on additional responsibilities, including [mention any specific projects, achievements, or increased duties]. These contributions have, I believe, positively impacted our team and the organization.

In light of my accomplishments and the current market trends, I kindly ask if we could discuss the possibility of a salary adjustment. I am confident that a review will reflect the dedication and results I have consistently delivered.

Thank you for considering my request. I look forward to the opportunity to discuss this further at your convenience.

Warm regards,

[Your Name]
[Your Job Title]
[Department]