

[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. Over the past [duration of employment], I have taken on additional responsibilities and have contributed significantly to [specific achievements or projects].

Given my contributions and the industry standards for my role, I believe that a salary adjustment is warranted. I would appreciate the opportunity to discuss this matter further and explore the possibilities of a pay increase.

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

Sincerely,
[Your Name]