

[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 salary review based on my contributions to [Company's Name] and market standards for my position.

Over the past [duration] years/months, I have taken on additional responsibilities, including [specific achievements or projects]. I believe these efforts have positively impacted our team's success and overall company performance.

According to my research and industry standards, the average salary for my role in our area is [insert salary range]. Considering my contributions and the value I bring, I would like to discuss the possibility of a salary adjustment to better reflect my current role and responsibilities.

I appreciate your consideration of my request and would be grateful for the opportunity to discuss this matter further.

Thank you for your time and understanding.

Sincerely,

[Your Name]
[Your Job Title]