

[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 compensation.

Over the past [duration of employment], I have taken on additional responsibilities and contributed to several key projects, including:

- [Project/Task 1 and its impact]
- [Project/Task 2 and its impact]
- [Project/Task 3 and its impact]

These contributions have not only [mention specific outcomes, such as increased revenue, improved efficiency, etc.] but have also aligned with the company's goals and values.

In light of my contributions and the current market rates for my position, I would appreciate the opportunity to discuss an adjustment to my compensation. I believe this would reflect my ongoing commitment to our team and the company's success.

Thank you for considering my request. I look forward to discussing this matter further.

Sincerely,
[Your Name]