

[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 propose a review of my current salary. As you know, I have been a part of [Company's Name] since [Start Date], and I have taken on additional responsibilities and contributed to several successful projects during my time here.

Over the past year, I have [mention specific achievements, projects, or contributions that demonstrate your value]. These efforts have not only [describe the positive impact on the team or company] but have also showcased my commitment to our team's success.

Given these contributions and the industry standards, I believe that a salary adjustment is warranted. I have researched comparable positions in our field, and I would like to propose an increase of [specific amount or percentage] to align my compensation with my contributions and market value.

I appreciate your consideration of my proposal and would be happy to discuss this further at your convenience. Thank you for your support and for the opportunities I have received at [Company's Name]. I look forward to our conversation.

Sincerely,
[Your Name]
[Your Job Title]