

[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 and to discuss the possibility of a promotion within [Company's Name].

Since joining the team [duration of employment], I have made significant contributions, including [specific achievements or projects]. These efforts have not only enhanced my skills but have also supported the company's goals and initiatives, particularly in [mention any relevant objectives or outcomes].

Given my consistent performance, dedication, and the added responsibilities I have taken on, I believe that a promotion and corresponding salary adjustment are warranted. I have researched the industry standards and found that my current salary is below the average for my role and experience level.

I would appreciate the opportunity to meet with you to discuss this matter further. Thank you for considering my request, and I look forward to your response.

Sincerely,

[Your Name]
[Your Job Title]