

[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.

Since joining [Company's Name] on [Start Date], I have had the opportunity to contribute to various projects, including [mention specific projects or achievements]. These experiences have not only enhanced my skills but have also brought [describe the impact of your contributions on the team or company].

Considering my current role and the value I bring to the team, I would like to discuss the possibility of a salary enhancement. According to [mention any market research, benchmarks, or recent salary surveys], it appears that my current compensation is below the industry standard for my position.

I appreciate the support and opportunities I have received at [Company's Name] and am looking forward to continuing to contribute to our success. I would be grateful if we could schedule a time to discuss this matter further.

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

Sincerely,

[Your Name]
[Your Job Title]