

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company Name]  
[Company 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. Over the past [duration of time] with [Company Name], I have taken on additional responsibilities, successfully completed key projects, and contributed to [specific achievements or outcomes relevant to your role].

Given my contributions and market research on salaries within our industry, I believe that an adjustment in my compensation is warranted. I am confident that my work has positively impacted our team and aligned with the company's goals.

I would appreciate the opportunity to discuss this further at your convenience. Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Job Title]