

[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 salary review based on my contributions, achievements, and the increased responsibilities I have taken on since [specific time frame or promotion].

In my role as [Your Position], I have [briefly list your accomplishments, responsibilities, and any metrics or examples that highlight your contributions]. I believe my efforts have positively impacted our team and the company as a whole.

Considering the industry standards and the value I bring to the organization, I would like to discuss the possibility of a salary adjustment. Based on my research, the average salary for my role in our industry is [include relevant data or figures].

I would appreciate the opportunity to discuss this matter further and explore how my compensation can better reflect my contributions to the team. Thank you for considering my request.

Sincerely,
[Your Name]