

[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. Given my contributions to [specific projects or responsibilities], I believe that an adjustment is warranted.

Over the past [duration], I have taken on additional responsibilities and have consistently achieved [mention specific accomplishments or results]. I am committed to [company goals/values], and I am eager to continue making a positive impact.

Based on my research and the industry standards for my role, I would like to discuss a potential salary increase to [desired amount or percentage]. I am confident that this adjustment would reflect my contributions and commitment to [Company Name].

I appreciate your consideration of my request and look forward to discussing this with you further.

Thank you for your time.

Sincerely,

[Your Name]
[Your Job Title]