

[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 letter finds you well. I am writing to formally request a review of my current salary. Having been with [Company's Name] for [duration of employment], I have taken on additional responsibilities and contributed significantly to [specific achievements or projects].

During my time in the role, I have [highlight specific contributions and results], which I believe demonstrate my value to the team and the company as a whole. Furthermore, I have researched industry standards for my position and found that my current salary is below average compared to similar roles in our sector.

I would like to discuss the possibility of a salary increase that reflects my contributions and aligns with the market rates. I am confident that my continued dedication and performance will bring further success to [Company's Name].

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

Sincerely,

[Your Name]  
[Your Job Title]