

[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. I have enjoyed being a part of [Company's Name] and am proud of the contributions I have made over my [duration of employment] here.

[Insert a brief paragraph highlighting your key achievements, contributions, and any additional responsibilities you have taken on since your last salary review.]

Given my performance and the value I bring to the team, I believe that an adjustment to my salary would reflect my increased responsibilities and contributions to the company.

I appreciate your consideration of my request and would be happy to discuss this matter further at your convenience. Thank you for your time and support.

Sincerely,
[Your Name]