

[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 thoroughly enjoyed my time at [Company's Name] and am proud of the contributions I have made over the past [duration] in my role as [Your Job Title].

In light of my increased responsibilities, successful project completions, and the positive feedback I've received, I believe a salary adjustment is warranted. Specifically, I would like to discuss an increase to [desired salary or percentage increase] in order to better reflect my contributions and market value.

I am committed to the continued success of our team and would appreciate the opportunity to meet and discuss this matter further. Thank you for considering my request, and I look forward to your response.

Sincerely,

[Your Name]
[Your Job Title]