

[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. Since joining [Company's Name] on [Start Date], I have taken on additional responsibilities and contributed to [Specific Projects/ Achievements].

Given the value I bring to the team and my commitment to our goals, I believe it is appropriate to discuss an adjustment to my salary that reflects my contributions and aligns with industry standards.

I appreciate your consideration of this request and would welcome the opportunity to discuss it further. Thank you for your time and support.

Sincerely,

[Your Name]
[Your Job Title]