

[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.

Over the past [duration of employment], I have taken on additional responsibilities and contributed significantly to [specific projects or achievements]. I believe my efforts have positively impacted the team's performance and aligned with our goals.

Based on my research regarding industry standards and the contributions I have made to the company, I would like to discuss the possibility of a salary increase. I am confident that my work and dedication warrant this consideration.

I appreciate your time and look forward to discussing this matter with you.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]