

[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 would like to take this opportunity to discuss my annual salary review.

Over the past year, I have taken on additional responsibilities, including [briefly list specific duties or projects]. I have also contributed to [mention any specific achievements or improvements you've made].

Given these contributions and the current market trends, I would like to formally request a review of my salary. I believe that an increase would reflect my hard work and commitment to the company.

Thank you for considering my request. I am looking forward to discussing this with you further.

Best regards,

[Your Name]  
[Your Job Title]