

[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. As you are aware, I have been with [Company's Name] for [duration] and have taken on additional responsibilities, including [specific tasks or projects you have undertaken].

Over the past [specific time frame], I have made significant contributions to [mention any achievements, improvements, or impact on the team/company around productivity, revenue, or other metrics]. Given these accomplishments and the current market trends, I believe it is appropriate to discuss my salary adjustment to better reflect my contributions and the value I bring to the team.

I appreciate your consideration of my request and would welcome the opportunity to discuss this matter further at your convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]