

[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 in light of my contributions to [Company's Name] over the past [duration of time] and the growing responsibilities I have undertaken in my role as [Your Job Title].

Since joining the team, I have [list specific accomplishments or contributions, e.g., completed projects, improved processes, increased sales, etc.]. These efforts have not only benefited my department but have also aligned with the company's overall goals.

Additionally, I have taken on [mention any new responsibilities or leadership roles], which reflect my commitment to the success of our team and the company as a whole. Given these contributions and the competitive nature of our industry, I believe a salary adjustment is both warranted and appropriate.

I would appreciate the opportunity to discuss this matter further and explore how my compensation can be aligned with my contributions and the market standards. Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]
[Your Job Title]