

[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 I believe it reflects neither my contributions to [Company's Name] nor the prevailing market rates for my position.

Since joining [Company's Name] in [Your Start Date], I have taken on additional responsibilities such as [list any relevant responsibilities or projects]. These contributions have resulted in [mention any measurable achievements or positive outcomes].

Based on my research and industry standards, I have found that the average salary for similar positions in our field is [mention salary range]. I would appreciate the opportunity to discuss my compensation in light of my contributions and the value I bring to our team.

I am looking forward to discussing this matter further and welcome any feedback you may have. Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Job Title]