

[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],

Subject: Request for Salary Revision

I hope this message finds you well. I am writing to formally request a review of my current salary.

Since [your start date] with [Company's Name], I have taken on [briefly mention your responsibilities and achievements]. I believe that my contributions, including [specific examples of your impact or successes], have positively influenced our team and the organization as a whole. Given my performance and the industry standards for my role, I would like to discuss the possibility of a salary revision. I am confident that an adjustment would reflect my current contributions and commitment to the company.

I appreciate your consideration of my request and would be happy to meet with you at your earliest convenience to discuss this further.

Thank you for your attention. I look forward to your response.

Sincerely,

[Your Name]  
[Your Job Title]