

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company Name]  
[Company 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. Over the past [duration], I have taken on additional responsibilities and have successfully [briefly mention specific contributions or achievements].

I believe that my contributions have positively impacted the team and the company, and I would appreciate the opportunity to discuss a salary increment that reflects my efforts.

Thank you for considering my request. I look forward to discussing this matter further.

Sincerely,

[Your Name]

[Your Position]