

[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 Enhancement

I hope this message finds you well. I am writing to formally request a review of my current salary. As you know, I have been with [Company's Name] for [duration] and during this time, I have taken on numerous responsibilities and have consistently worked towards contributing to the company's growth.

[In this paragraph, outline your achievements, contributions, and any additional responsibilities you have taken on since your last salary review. Include specific examples and metrics if applicable.]

Given the contributions I have made, as well as the results of recent [industry salary benchmarks, performance reviews, etc.], I believe that a salary adjustment is appropriate. I have researched comparable positions within our industry, and my findings indicate that my current remuneration does not reflect my market value.

I am passionate about [Company's Name] and remain committed to my role and responsibilities. I believe that with a salary enhancement, I would be even more motivated to strive for excellence and contribute positively to our team.

I would appreciate the opportunity to discuss this request further and explore any possibilities. Thank you for considering my proposal. I look forward to your response.

Sincerely,

[Your Name]  
[Your Job Title]