

[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. I have greatly enjoyed my role as [Your Job Title] and believe my contributions have positively impacted our team's success.

Over the past [duration], I have taken on additional responsibilities, including [list specific projects or tasks]. Given my performance and the current market standards for my position, I would appreciate your consideration for a salary adjustment.

I am looking forward to discussing this matter with you and exploring how we can move forward. Thank you for your time and support.

Sincerely,
[Your Name]