

[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.

Over the past [duration] at [Company's Name], I have taken on additional responsibilities and contributed to [specific projects or achievements]. These efforts have resulted in [specific results or improvements to the company, such as increased sales, improved efficiency, etc.].

Given my contributions and the current market rates for my position, I believe a salary adjustment is warranted. I have researched industry benchmarks and found that the average salary for my role is [provide relevant salary information].

I appreciate your time and consideration, and I look forward to discussing this matter further.

Thank you for your attention to this request.

Sincerely,

[Your Name]
[Your Job Title]