

[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: Salary Increase Inquiry

I hope this message finds you well. I am writing to formally request a review of my current salary. Since joining [Company's Name] as a [Your Job Title] on [Start Date], I have consistently strived to contribute to our team and the company's goals.

In my role, I have [briefly mention your achievements, responsibilities, and any positive impacts you've made]. Given my contributions and the growth in my responsibilities, I believe a review of my compensation is warranted.

I would appreciate the opportunity to discuss this matter further at your convenience. Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]