

[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 enjoyed being part of [Company's Name] for [duration of employment], during which time I have taken on additional responsibilities and contributed to several key projects. [Here, briefly outline your achievements, contributions, and any increased responsibilities you have taken on since your last salary review.]

Given my contributions and the current market trends for my position, I believe that a salary increase would be appropriate. I am committed to continuing to excel in my role and contribute to the success of our team. I would appreciate the opportunity to discuss this matter further and am hopeful we can schedule a meeting at your earliest convenience.

Thank you for considering my request.

Sincerely,
[Your Name]
[Your Job Title]