

[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 in light of my contributions to [Company's Name] and the evolving responsibilities I have undertaken since my start date on [Start Date].

In the past [duration], I have successfully [briefly list accomplishments or added responsibilities], which I believe have positively impacted our team's performance and the company's objectives.

Based on my research and the industry standards for my position, I believe that a salary adjustment is warranted. I would appreciate the opportunity to discuss this matter further at your convenience.

Thank you for considering my request.

Sincerely,
[Your Name]