

[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 based on my contributions to [Company's Name] and the evolving responsibilities of my role as [Your Job Title].

Over the past [duration, e.g., "year"], I have taken on additional responsibilities, including [specific examples of your contributions]. These efforts have resulted in [quantifiable results, e.g., "increased sales by 20%" or "enhanced team efficiency"], which I believe have positively impacted our team's performance and the company's overall success.

Considering these accomplishments and my ongoing commitment to [Company's Name], I kindly request a meeting to discuss the possibility of a salary adjustment. I am confident that my contributions warrant a review of my compensation, which aligns with industry standards for my role.

Thank you for considering my request. I look forward to discussing this matter further.

Sincerely,

[Your Name]  
[Your Job Title]