

[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.

Since joining [Company's Name] on [Start Date], I have taken on numerous responsibilities and have contributed to [mention any significant projects or achievements]. I believe my efforts have positively impacted our team's success and the company's goals.

Given my contributions and the increasing responsibilities in my role as [Your Job Title], I would like to discuss the possibility of a salary adjustment that reflects my performance and aligns with industry standards.

I appreciate your consideration of my request and would welcome the opportunity to discuss this further at your earliest convenience.

Thank you for your time and support.

Sincerely,
[Your Name]