

[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: Request for Salary Review

I hope this message finds you well. I am writing to formally request a salary review in light of my contributions to [Company's Name] over the past [duration since last review].

I have taken on additional responsibilities, including [list specific responsibilities or projects], which have significantly benefited our team and company objectives. Additionally, my efforts in [mention any achievements or successes, e.g., meeting targets, enhancing processes, training others] have resulted in [quantifiable results, if applicable]. Given the market trends and my role's evolving nature, I believe that a review of my current salary is warranted. According to [mention any relevant market research or salary benchmarks] the typical compensation for my position is [insert range or average salary], which reflects my current contributions and the value I bring to the team.

I am passionate about my work at [Company's Name] and am committed to contributing to our success. I would appreciate the opportunity to discuss this matter further and explore possibilities.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]
[Your Job Title]