

[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.

Firstly, I would like to express my gratitude for the opportunities I've had at [Company's Name] and the support you have provided. I am proud to be a part of this team, and I am committed to contributing to our collective success.

Over the past [duration], I have taken on additional responsibilities such as [list specific tasks or projects]. Not only have these experiences enhanced my skills, but they have also positively impacted our team's performance and overall company goals.

I have researched the current market rates for my position, and I believe that a salary adjustment would reflect my contributions and align my compensation with industry standards.

I would appreciate the opportunity to discuss this matter further at your earliest convenience. Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Job Title]