

[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 letter finds you well. I am writing to formally request a review of my current salary. I have enjoyed working at [Company's Name] for [duration of employment] and am proud of the contributions I have made during this time, including [mention specific achievements, responsibilities, or projects].

Given my dedication to the company and my increased responsibilities, I believe that a salary adjustment is warranted. According to [mention any relevant market research or industry standards], the compensation for my position has changed, and I am seeking to align my salary accordingly. I would appreciate the opportunity to discuss this matter further and to explore how my contributions can be more adequately reflected in my compensation package.

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

Sincerely,

[Your Name]
[Your Job Title]