

[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 [briefly describe your contributions, achievements, or any additional responsibilities taken on].

Given my contributions and the positive impact on [team/project/company], I believe that my efforts warrant a discussion regarding a salary enhancement. According to my research and market analysis, the typical salary range for my position is [insert salary range], and I would appreciate a reconsideration of my current compensation in light of this information.

I am committed to [Company's Name] and look forward to continuing to contribute to our success. I would appreciate the opportunity to discuss this matter further. Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Job Title]