

[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. As you know, I have been with [Company's Name] for [Duration of Employment], and during that time, I have continuously strived to contribute to our team's success and the overall goals of the company.

Over the past [specific time period], I have taken on additional responsibilities including [specific tasks/projects], which have not only enhanced my skills but have also positively impacted our team's performance. [Provide specific examples of your contributions and accomplishments that directly relate to the company's goals or bottom line.]

Given my contributions and the current market trends for my position, I believe that a salary adjustment is warranted. According to [provide relevant salary data or market analysis], the industry standard for my role typically falls within the range of [insert salary range].

I am deeply committed to [Company's Name] and am excited about the future projects we have planned. I genuinely believe that a salary increase will not only reflect my contributions but will also serve as a motivation for me to continue delivering exceptional results for our team.

I would appreciate the opportunity to discuss this further and explore the possibility of a salary review. Thank you for considering my request, and I look forward to your positive response.

Warm regards,

[Your Name]  
[Your Job Title]