

[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. Over the past [duration of time], I have taken on additional responsibilities and contributed to [specific achievements or projects] that have positively impacted our team and the company as a whole.

Given these contributions and the growth in my role, I believe a salary adjustment would be appropriate. I have researched the current market rates for my position and found that [mention any relevant market salary data or benchmarks].

I would appreciate the opportunity to discuss this matter further and explore the possibility of a salary increment. Thank you very much for considering my request, and I look forward to speaking with you.

Warm regards,

[Your Name]
[Your Job Title]