

[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 taken on additional responsibilities and contributed significantly to [specific projects or achievements].

In light of my contributions, ongoing professional development, and the current market standards for my role, I believe a salary adjustment is warranted.

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

Sincerely,

[Your Name]
[Your Job Title]