

[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. I have been a part of [Company's Name] for [duration] and have taken on additional responsibilities and contributed to [specific achievements or projects].

In light of my recent contributions and the rising cost of living, I believe an adjustment to my salary would be appropriate. I have researched the current market rates for my position and found that my current salary is below the average for similar roles in our industry. I would appreciate the opportunity to discuss this matter further at your convenience. Thank you for considering my request.

Sincerely,  
[Your Name]  
[Your Job Title]