

[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] [duration] ago, I have taken on additional responsibilities and consistently contributed to [specific achievements or projects].

I believe my current salary does not reflect my contributions and the market standards for my role. According to my research, the average salary for [your position] in our industry is [market rate], which is higher than my current compensation.

I have greatly enjoyed being a part of the team and am committed to our goals. I would appreciate the opportunity to discuss a potential salary adjustment that reflects my work and dedication to the company.

Thank you for considering my request. I look forward to discussing this matter with you.

Sincerely,

[Your Name]
[Your Position]