

Subject: Request for Salary Increment

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] at [Company Name], I have taken on additional responsibilities and have consistently contributed to our team's goals, including [specific achievements or contributions].

Considering the value I bring to the team and the market standards for my role, I believe an adjustment to my salary is warranted. I would appreciate the opportunity to discuss this matter further at your convenience.

Thank you for considering my request.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]