

[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],

Subject: Salary Increment Request

I hope this message finds you well. I am writing to formally request a review of my current salary in light of my contributions to [Company's Name] and the value I believe I bring to the team.

Over the past [duration], I have taken on several additional responsibilities, including [specific achievements or projects], which have helped [describe the impact on the team or company]. I am committed to our team's success and continuously strive to exceed expectations. Given my contributions and the current market trends, I kindly request a salary review for my position. I would appreciate the opportunity to discuss this matter further at your earliest convenience.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title]