

[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 greatly enjoyed working at [Company's Name] as [Your Position] for the past [Duration] and believe my contributions to the team have positively impacted our goals.

During my time at [Company's Name], I have taken on additional responsibilities, including [specific tasks or projects], which have resulted in [positive outcomes]. I have consistently met or exceeded performance expectations, and I am proud of the growth and achievements I have made in my role.

Considering the current market rates and my dedication to the company, I would like to discuss the possibility of a salary adjustment. I appreciate any opportunity for feedback and am open to discussing this matter at your earliest convenience.

Thank you for considering my request. I look forward to our conversation.

Sincerely,

[Your Name]  
[Your Job Title]