

[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 salary review and to discuss the possibility of a pay raise based on my contributions and performance over the past [duration].

In my role as [Your Job Title], I have successfully [mention specific achievements, projects, or responsibilities that demonstrate your value to the company]. These contributions have [explain the positive impact on the team, department, or company].

Considering the market standards and my increasing responsibilities, I believe a review of my current salary is warranted. I am committed to [mention any future goals or projects] and am eager to continue contributing to our team's success.

I would appreciate the opportunity to discuss this matter further at your earliest convenience. Thank you for considering my request.

Sincerely,
[Your Name]