

[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. Over the past [duration], I have taken on additional responsibilities, successfully contributed to [specific projects or goals], and have consistently met or exceeded performance expectations.

Given the value I bring to the team and the current market trends, I would appreciate the opportunity to discuss a salary adjustment that reflects my contributions and commitment to [Company's Name].

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

Sincerely,
[Your Name]