

[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 increase based on my contributions to the team and the value I bring to [Company's Name].

Over the past [duration], I have successfully [mention key achievements or responsibilities], which have positively impacted [state specific outcomes or improvements]. Given my ongoing commitment and the industry standards for my position, I believe that a review of my salary is warranted.

I would appreciate the opportunity to discuss this matter further and am open to your feedback.

Thank you for considering my request.

Sincerely,

[Your Name]