

[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 salary based on my contributions to [Company's Name] and the responsibilities I have taken on over the past [duration, e.g., year, months].

Since my last salary adjustment, I have successfully [mention specific achievements, projects, or responsibilities that demonstrate your value]. I believe that these contributions have positively impacted our team's performance and the company's objectives.

Given the industry standards and my ongoing commitment to our corporate goals, I kindly ask for a reassessment of my current salary. I am confident that an increase would be reflective of my contributions and dedication to [Company's Name].

Thank you for considering my request. I am looking forward to your feedback and would appreciate an opportunity to discuss this matter further.

Sincerely,

[Your Name]  
[Your Job Title]