

[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 letter finds you well. I am writing to formally request a review of my current salary. I have greatly enjoyed working at [Company's Name] and am proud of the contributions I have made over the past [duration of time in current position].

During this time, I have taken on additional responsibilities such as [list specific tasks or projects], which have helped to [describe the positive impact on the team or company]. Furthermore, I have consistently met or exceeded my performance goals, as evidenced by [mention any relevant performance reviews, projects completed, or metrics achieved]. Given my contributions and the current market trends for my role, I would like to discuss the possibility of a pay raise. According to my research, the average salary for my position in our industry is [insert salary range], and I believe an adjustment would reflect both my contributions and the value I bring to the team.

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

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]