

[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. Since joining [Company's Name] on [start date], I have enjoyed being part of the team and contributing to our projects and goals.

Over the past [duration], I have taken on additional responsibilities, including [mention any specific projects, achievements, or contributions]. These efforts have resulted in [mention any positive outcomes, such as increased revenue, improved efficiency, etc.].

Given my contributions and the market trends in our industry, I believe it's appropriate to revisit my compensation. Based on my research, the typical salary range for my role in our region is [provide salary range]. I kindly ask for a meeting to discuss this matter further at your earliest convenience. Thank you for considering my request.

Sincerely,
[Your Name]
[Your Job Title]