

[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 year, I have taken on additional responsibilities and contributed significantly to [specific projects or achievements].

In light of my contributions and the market standards for my position, I believe it is appropriate to discuss an adjustment to my salary. I am committed to continuing my growth and contributions to [Company's Name] and am eager to discuss this matter at your earliest convenience.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]
[Your Job Title]