

[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 taken on additional responsibilities, including [mention any specific projects, roles, or achievements]. I believe that my contributions have positively impacted our team's performance and the company's overall objectives. Given these factors, I would appreciate the opportunity to discuss a possible adjustment to my salary that reflects my contributions and aligns with industry standards.

I am open to setting up a meeting at your earliest convenience to discuss this further. Thank you for considering my request.

Warm regards,

[Your Name]  
[Your Job Title]