

[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 terms.

Since joining [Company's Name] on [start date], I have taken on [mention any additional responsibilities or achievements] and have contributed to [specific projects or successes]. Given my contributions and the rising costs of living, I believe it is appropriate to discuss a salary adjustment.

I would appreciate the opportunity to discuss this matter at your earliest convenience. Thank you for considering my request, and I look forward to your response.

Warm regards,

[Your Name]
[Your Job Title]