

[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 and have contributed to [specific projects or achievements].

Considering my accomplishments and the value I bring to the team, I believe it is appropriate to discuss a salary enhancement. I have researched industry standards and feel that an adjustment would be beneficial in aligning my compensation with my contributions.

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

Sincerely,
[Your Name]