

[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. Having been with [Company's Name] for [Duration of Employment], I have taken on additional responsibilities and contributed to [specific achievements or projects], which I believe positively impacted our team and the company.

I appreciate the opportunities I have been given at [Company] and would be grateful if we could discuss the possibility of a salary increment that reflects my contributions and aligns with the current market trends. Thank you for considering my request. I look forward to the opportunity to discuss this matter with you.

Warm regards,

[Your Name]
[Your Job Title]