

[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] as [Your Position] on [Start Date], I have taken on additional responsibilities and have contributed to several key projects, including [specific examples of your contributions or achievements].

Given my [mention any relevant skills, certifications, or further education], and considering the value I bring to the team, I would like to discuss adjusting my salary to better reflect my contributions and the current market standards.

I appreciate your consideration of my request and would be grateful for the opportunity to discuss this matter further.

Thank you for your time.

Sincerely,
[Your Name]
[Your Position]