

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company 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. Over the past [duration, e.g., year], I have made significant contributions to [specific projects, responsibilities, or achievements].

In addition to my regular duties, I have taken on extra responsibilities such as [list additional responsibilities]. These contributions have helped the team achieve [mention metrics or outcomes, if applicable]. Given my performance and the market trends for my role, I believe that a salary increase is warranted. According to [mention any relevant research, such as industry standards or salary surveys].

I am passionate about my work at [Company Name] and remain committed to contributing to our ongoing success. I would appreciate the opportunity to discuss this matter further.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]
[Your Job Title]