

[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. Over the past [duration], I have taken on additional responsibilities and contributed significantly to [mention specific projects, achievements, or roles].

[Provide specific examples of accomplishments, skills, or contributions that support your request, including any metrics, feedback, or improvements you have made.]

Considering the current industry standards and the value I bring to our team, I believe it is appropriate to assess my compensation. According to [mention any relevant salary surveys, benchmarks, or comparisons], my current salary is below the average for similar positions.

I appreciate your consideration of my request. I am looking forward to discussing this matter further and exploring how we can align my compensation with my contributions and market standards.

Thank you for your time and support.

Sincerely,

[Your Name]  
[Your Job Title]