

[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 [duration] that I have been with [Company's Name], I have taken on additional responsibilities and contributed to various projects, including [specific projects or achievements].

Given these contributions, I believe a salary adjustment is warranted. According to [mention relevant industry benchmarks, if applicable], the current market rates for my role range between [range of salaries].

I would appreciate the opportunity to discuss this in further detail and explore how my compensation can better reflect my contributions and the value I bring to the team.

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

Sincerely,

[Your Name]
[Your Job Title]