

[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] on [Your Start Date], I have taken on additional responsibilities and contributed to several key projects, including [mention specific projects or achievements].

Given my contributions and the increased scope of my role, I believe that a salary adjustment would be appropriate. I have researched the market rates for my position and found that [provide brief market comparison]. I am eager to continue my growth with [Company's Name] and contribute to our success. I appreciate your consideration of my request and would be happy to discuss this further at your convenience.

Thank you for your time and understanding.

Sincerely,

[Your Name]