

[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 salary review based on my contributions and performance over the past [duration, e.g., year, six months] at [Company's Name].

In my role as [Your Job Title], I have taken on additional responsibilities, including [specific projects or tasks], which have resulted in [specific outcomes, e.g., increased efficiency, revenue growth]. I have consistently met and often exceeded my targets, and I believe my contributions have added significant value to our team and the company as a whole.

Considering the market standards for my position and recognizing the contributions I've made, I would like to discuss the possibility of a salary increase. I am committed to continuing my growth and contributing effectively to our goals at [Company's Name].

I appreciate your consideration of my request, and I am looking forward to discussing this matter further. Thank you for your support.

Sincerely,
[Your Name]
[Your Job Title]