

[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.

Since [start date] as [your position], I have taken on additional responsibilities, including [mention specific tasks or projects]. I have also achieved [mention any accomplishments, metrics, or contributions that add value to your request].

I believe that my contributions have positively impacted the team and the company. Therefore, I would like to discuss the possibility of a salary adjustment to reflect my contributions and the current market rates for my position.

I appreciate your consideration, and I look forward to discussing this matter further.

Thank you for your time.

Sincerely,

[Your Name]  
[Your Job Title]