

[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. I have thoroughly enjoyed my time at [Company's Name] and am proud of my contributions to our team.

In my role as [Your Job Title], I have taken on additional responsibilities such as [list specific tasks or projects]. My contributions have resulted in [mention any achievements, improvements, or positive outcomes].

Considering my increased workload and contributions, I kindly ask for a salary assessment. I have reviewed compensation trends for similar roles in our industry and believe that an adjustment would reflect my efforts and dedication.

Thank you for considering my request. I look forward to discussing this with you further.

Sincerely,  
[Your Name]  
[Your Job Title]