

[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 salary review based on my contributions and performance over the past [duration, e.g., year].

Since [specific time or project], I have successfully [mention key achievements or contributions]. I believe these accomplishments have positively impacted our team and the company as a whole.

Given my performance and the current market standards, I would like to discuss the possibility of a salary increase. I am confident that my efforts align with our company goals, and I am eager to continue contributing to our success.

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

Sincerely,  
[Your Name]