

\*\*[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 based on my contributions to [Company's Name] and the results I have achieved over the past [duration].  
\*\*1. Contributions and Achievements:\*\*  
Highlight specific contributions, projects, or accomplishments that demonstrate your value to the company.  
\*\*2. Market Research:\*\*  
Provide information on salary benchmarks for your position within the industry to justify your request.  
\*\*3. Future Goals:\*\*  
Outline your goals and how you plan to continue contributing to the success of the team and the organization.  
\*\*4. Request for Discussion:\*\*  
Express your desire to discuss this matter further at a time convenient for them.  
Thank you for considering my request. I look forward to your response.  
Sincerely,  
[Your Name]  
[Your Job Title]