

[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 in light of my contributions and the evolving demands of my role.

Over the past [duration], I have taken on increasing responsibilities, such as [list specific projects, achievements, or contributions], and have consistently strived to exceed expectations. I am proud of the tangible results my efforts have produced, including [quantifiable achievements or metrics].

In addition, I have actively engaged in [mention any professional development, trainings, or additional skills acquired], which I believe have enhanced my value to the team and the organization as a whole. As we continue to grow and adapt to industry challenges, I am committed to being an integral part of our success. After conducting thorough research on market standards and considering my accomplishments, I would like to discuss a salary adjustment that reflects my contributions and aligns with industry benchmarks.

I appreciate your consideration of my request, and I would welcome the opportunity to discuss this matter further at your earliest convenience. Thank you for your time and support.

Sincerely,
[Your Name]
[Your Job Title]