

[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 respectfully discuss my current salary and to explore the possibility of a salary increase. Over the past [duration], I have taken on additional responsibilities, including [specific examples of contributions and achievements]. I believe these contributions have positively impacted the team and the company.

Given my performance and the market standards, I would appreciate the opportunity to review my current compensation. I would be grateful for a meeting to discuss this further at your convenience.

Thank you for considering my request. I look forward to your response.

Warm regards,

[Your Name]