

[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.

Since joining [Company's Name] in [Year], I have taken on various responsibilities and contributed to [specific projects, achievements, or initiatives]. I have also consistently [mention any relevant performance metrics, awards, or recognitions].

Given my contributions and the evolving demands of my role, I believe that a salary adjustment is warranted. Based on industry standards and my research, I would like to propose a salary increase to [desired amount or percentage].

I appreciate your consideration of my request and am happy to discuss this further at your convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Job Title]