

[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. It has been [duration] since my last salary increment, and I believe my contributions to the team and the company merit consideration for an adjustment.

Since my last review, I have taken on additional responsibilities, including [list specific achievements or additional responsibilities]. These efforts have [mention any positive outcomes, such as increased sales, streamlining processes, etc.], contributing to our team's overall success.

I have also taken the initiative to [mention any professional development, training, or certifications]. I believe these developments not only enhance my skills but also add further value to our team.

Given my contributions and ongoing commitment to the company, I kindly request a salary review to reflect my current role and responsibilities. I am open to discussing this matter at your convenience and look forward to your feedback.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]