

Subject: Request for Salary Review

Dear [Manager's Name],

I hope this message finds you well. I would like to request a meeting to discuss my current salary and the possibility of a salary review.

Over the past [duration] with [Company Name], I have taken on additional responsibilities such as [specific tasks or projects], which have contributed to [specific outcomes or successes]. Given these contributions and my commitment to the team, I believe a salary adjustment is warranted.

I have researched industry standards and would like to discuss a salary that reflects my contributions and aligns with market rates. I appreciate your consideration and look forward to your feedback.

Thank you for your time.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]