

[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. Given my contributions to [Company's Name] over the past [duration], I believe that an adjustment is warranted. During my time with the company, I have successfully [mention specific achievements, projects, or responsibilities that demonstrate your value to the company]. As a result, I have taken on additional responsibilities and have consistently strived to exceed expectations.

According to my research, the market rate for my role and experience level is approximately [insert market salary range]. I would like to discuss the possibility of adjusting my salary to better reflect my contributions and the industry standards.

I appreciate your consideration of my request. I am looking forward to discussing this matter further and am open to any feedback or suggestions you may have.

Thank you for your time.

Sincerely,

[Your Name]  
[Your Job Title]