

[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] on [Start Date], I have taken on additional responsibilities and contributed to [specific projects or achievements].

Over the past [duration], I have [specific accomplishments, metrics, or skills developed]. These contributions align with our team's goals and the overall vision of the company.

Given my performance and the current market standards for my role, I kindly ask for a salary review to reflect my contributions and the value I bring to the team.

I would appreciate the opportunity to discuss this matter further and explore potential avenues for a salary increase. Thank you for considering my request.

Sincerely,  
[Your Name]  
[Your Job Title]