

[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. As you know, I have been with [Company's Name] for [duration] and have taken on [mention any additional responsibilities or accomplishments] during my time here.

Given my contributions to the team, including [specific achievements or projects], I believe this warrants consideration for a salary adjustment. I have also researched industry standards and found that my current salary is below the average for similar roles in our field.

I would appreciate the opportunity to discuss this matter further at your earliest convenience. Thank you for your time and consideration.

Sincerely,  
[Your Name]  
[Your Job Title]