

[Your Name]
[Your Job Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Manager's Job Title]
[Company Name]
[Company 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 in light of my contributions to [Company Name] and the evolving responsibilities of my role as [Your Job Title]. Over the past [duration], I have successfully [specific achievements, projects, or contributions]. These efforts have resulted in [specific results, improvements, or impacts on the company].

In addition to my current responsibilities, I have taken on [mention any additional responsibilities or leadership roles]. As a result, I believe that my skills and contributions align with a higher salary range compared to when I initially joined the company.

Based on market research for similar positions within our industry and the added value I bring to the team, I would like to discuss the possibility of a salary adjustment to [proposed salary] which I believe reflects my contributions and market standards.

I appreciate your consideration of my request, and I am looking forward to discussing this matter further. Thank you for your time and support.
Sincerely,

[Your Name]