

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[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 as part of my annual performance evaluation. Over the past year, I have taken on additional responsibilities, including [briefly describe any new tasks, projects, or initiatives]. I believe these contributions have positively impacted our team and company goals.

In addition to my increased responsibilities, I have also achieved [mention any specific accomplishments or metrics that demonstrate your value to the company].

Considering my contributions and the current market rates for my position, I would like to discuss the possibility of a salary adjustment that reflects my hard work and dedication.

I appreciate your attention to this matter and would welcome the opportunity to discuss it further at your convenience.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]