

[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 discuss the possibility of a salary review based on my contributions and growth within [Company's Name].

Since joining the team in [Year], I have taken on additional responsibilities, including [specific examples of responsibilities or projects], and have consistently achieved [specific results or accomplishments]. I believe these contributions have added value to our team and the company as a whole.

In addition to my current responsibilities, I have also [mention any new skills, training, or certifications acquired], which I believe further enhance my capabilities and performance.

I would appreciate the opportunity to discuss my position and the potential for a raise. I am confident that a review will reflect the growth I have made and my commitment to [Company's Name].

Thank you for considering my request. I look forward to discussing this further at your convenience.

Sincerely,

[Your Name]
[Your Job Title]