

[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 pay for the following reasons:

1. **\*\*Reason for Request\*\***: [Briefly explain why you are requesting a pay review, such as additional responsibilities, market comparisons, performance achievements, etc.]
2. **\*\*Supporting Information\*\***: [Include any relevant documents, performance evaluations, or benchmarks that support your request.]

I would appreciate the opportunity to discuss this matter further at your convenience. Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Job Title]