

[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 in light of my contributions to [Company's Name] and the evolving responsibilities of my role as [Your Job Title]. Over the past [duration, e.g., "year"], I have taken on additional responsibilities, including [briefly list significant achievements, projects, or responsibilities]. These efforts have [describe the positive impact, such as increasing revenue, improving efficiency, etc.]. Given the current market trends and precedents within our industry, I believe a salary adjustment is warranted. I am committed to continuing my growth and contribution to [Company's Name] and would appreciate the opportunity to discuss this matter further. Thank you for considering my request. I look forward to discussing this at your earliest convenience.

Sincerely,  
[Your Name]  
[Your Job Title]