

[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. As you are aware, I have been with [Company's Name] for [duration of employment] and have greatly enjoyed my role as [Your Job Title].

During my time here, I have taken on additional responsibilities, including [list specific tasks or projects], which have contributed positively to our team and the company's overall success. Additionally, I have [mention any relevant achievements, skills acquired, or qualifications obtained].

Considering my contributions and the current market rates for similar positions, I believe a review of my compensation is warranted. I am committed to [Company's Name] and look forward to continuing to grow with the organization.

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

Sincerely,
[Your Name]
[Your Job Title]