

[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. Over the past [duration of time], I have taken on additional responsibilities and have significantly contributed to [specific projects or achievements].

[Briefly outline your key contributions and the value you bring to the team/company, including any quantifiable results.]

Given my contributions and the current market rates for my position, I believe a salary adjustment is warranted. I would appreciate the opportunity to discuss this matter further at your convenience.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]  
[Your Job Title]