

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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 wanted to take a moment to discuss my current role and contributions at [Company's Name]. Over the past [duration], I have enjoyed working on [specific projects or responsibilities], and I believe that my efforts have positively impacted our team and the company.

Given my contributions and the evolving nature of my responsibilities, I would like to formally request a review of my current salary. I have researched industry standards and believe that a raise of [specific amount or percentage] would be appropriate.

I appreciate your consideration of my request and would be happy to discuss this in more detail at your convenience. Thank you for your attention, and I look forward to your response.

Best regards,

[Your Name]  
[Your Job Title]