

[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] with [Company's Name], I have taken on additional responsibilities and have consistently contributed to the success of our team.

[Mention specific achievements or contributions, such as completed projects, increased sales, improved processes, etc. Be specific about metrics if possible.]

In light of my contributions, I believe a salary adjustment is warranted. According to market research and industry standards, compensation for my role typically falls within the range of [research data or salary range]. I value my position at [Company's Name] and am committed to continuing my professional growth here. 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]