

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Manager's Position]
[Company Name]

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 the team and the achievements I have made during my tenure at [Company Name]. Over the past [duration], I have taken on additional responsibilities and have successfully [describe specific achievements or contributions that highlight your performance]. These efforts have not only contributed to the success of our team but have also aligned with the company's objectives and goals.

Given the industry standards and the value I bring to [Company Name], I believe a merit-based salary adjustment is warranted. I am committed to continuing my professional growth and contributing to the team's success, and I would appreciate the opportunity to discuss how my compensation can better reflect my contributions.

Thank you for considering my request. I am looking forward to our discussion and am happy to provide any further information needed to support my case.

Sincerely,
[Your Name]
[Your Position]