

[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 meeting to discuss my current compensation. I have enjoyed working at [Company's Name] and am proud of the contributions I have made, including [mention specific achievements or responsibilities].

Given my performance and the increased responsibilities I have taken on, I believe a review of my salary is warranted. I have researched industry salary standards and found that the average compensation for my role is [mention relevant data].

I would appreciate the opportunity to discuss this matter further and explore how my contributions to the team can be acknowledged in my compensation package. Thank you for considering my request. I look forward to our conversation.

Best regards,  
[Your Name]