

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company 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. I have been with [Company Name] for [duration] and have enjoyed contributing to our team and achieving [specific accomplishments or contributions].

Given my growth in responsibilities and the value I bring to the organization, I believe a salary adjustment is warranted. Additionally, I have researched industry standards and found that my current compensation is below the average for my role.

I appreciate your consideration of my request and would be happy to discuss this further at your convenience.

Thank you for your time and support.

Sincerely,

[Your Name]
[Your Job Title]