

[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 as part of my ongoing commitment to [Company's Name]. Over the past [duration], I have taken on additional responsibilities and contributed to [specific projects, achievements, or goals], which I believe have positively impacted our team and the company as a whole.

Given my contributions and the industry standards for my position, I would like to discuss the possibility of a salary adjustment to better reflect my value to the organization. I am confident that my continued efforts will significantly benefit our goals, and I am eager to continue growing with [Company's Name].

I would appreciate the opportunity to meet and discuss this matter at your earliest convenience. Thank you for considering my request, and I look forward to hearing from you soon.

Sincerely,

[Your Name]
[Your Job Title]