

[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. I have been a part of [Company's Name] for [duration of employment] and during this time, I have taken on additional responsibilities and contributed to [specific projects or achievements]. Given my contributions and the current market trends for my position, I believe a salary adjustment is warranted. I would appreciate the opportunity to discuss this matter further.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]  
[Your Job Title]