

[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 role and the possibility of a raise. Over the past [duration], I have taken on additional responsibilities and contributed to [specific projects or outcomes], resulting in [mention any measurable impacts or benefits to the company].

I believe that my contributions and dedication to [Company's Name] have added significant value, and I would like to review my compensation to better reflect my efforts and the market standards.

I am keen to discuss this further and am open to a meeting at your earliest convenience. Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]