

[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. Since joining [Company's Name] on [start date], I have taken on additional responsibilities and [mention any specific contributions, achievements, or projects].

Given my contributions and the current market trends, I believe an adjustment to my salary is warranted. I have researched industry standards, and I feel my current compensation does not reflect my skills or the value I bring to the team.

I would appreciate the opportunity to discuss this matter further at your earliest convenience. Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Job Title]