

[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 several additional responsibilities and contributed to multiple successful projects, including [mention specific projects or achievements]. I believe that my efforts have positively impacted our team's success and the company's overall goals.

Given my contributions and the progress I have made in my role, I would like to discuss the possibility of a salary adjustment that reflects my current responsibilities and market standards.

I appreciate your consideration of my request and look forward to discussing this matter further.

Thank you for your time.

Sincerely,

[Your Name]
[Your Job Title]