

[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 greatly enjoyed working at [Company's Name] and am proud of the contributions I have made as a [Your Job Title] over the past [duration of employment].

During my time here, I have [briefly highlight key achievements or contributions, e.g., successfully completed projects, improved team efficiency, received positive feedback from clients, etc.]. These accomplishments have not only enhanced my skills and capabilities, but have also contributed to the company's goals and success.

Considering my increased responsibilities and the accomplishments I have achieved, I believe that a salary adjustment would reflect my contributions more accurately. According to [any relevant market research or salary benchmarks you have found], the typical compensation for my role, considering my experience and contributions, is [mention the range or median figure].

I would greatly appreciate the opportunity to discuss this matter further and explore with you how my role and contributions align with the company's growth objectives. Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]
[Your Job Title]