

[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. Given my contributions to [specific projects, achievements, or increased responsibilities], I believe a salary adjustment is warranted.

I have enjoyed [mention any relevant experiences], and I am committed to continuing to add value to our team. I would appreciate the opportunity to discuss this matter further at your convenience.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]