

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company 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 in light of my contributions to [Company Name] and the ongoing growth of my responsibilities.

Over the past [duration] since my last salary review, I have taken on additional responsibilities such as [specific examples of tasks or projects], which have directly contributed to [positive outcomes related to your work]. Additionally, I have [mention any achievements, certifications, or positive feedback received], which I believe demonstrate my commitment to our team's success.

Given my performance and the current market trends for my position, I would like to discuss the possibility of a salary adjustment to better reflect my contributions and the value I bring to the company. I have researched industry standards and found that [provide any relevant salary data].

I am enthusiastic about continuing to grow with [Company Name] and contribute to our shared goals. I would appreciate the opportunity to discuss this matter further at your convenience.

Thank you for considering my request. I look forward to your response.

Sincerely,
[Your Name]