

[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 letter finds you well. I am writing to formally request a review of my current salary in light of my contributions to [Company's Name] and the value I bring to the team.

Since joining [Company's Name] in [Start Date], I have taken on [mention specific responsibilities or projects], which have resulted in [mention achievements, positive outcomes or metrics]. I believe these contributions underscore my commitment to the success of the team and the company.

I have conducted research on industry standards for my role, and the findings suggest that my current salary is below the average for similar positions within our sector. Given my experience, performance, and the responsibilities I manage, I believe that a salary adjustment is warranted.

I would appreciate the opportunity to discuss this matter further and explore a possible salary increase. Thank you for considering my request. I look forward to your response.

Sincerely,  
[Your Name]  
[Your Job Title]