

[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 meeting to discuss my current compensation. Over the past [time period] since my last salary review, I have taken on additional responsibilities and contributed to [specific projects/achievements] that have positively impacted our team and the company as a whole.

Given the increased scope of my role and my commitment to [specific goals or initiatives], I believe it is an appropriate time to reevaluate my salary to reflect my contributions and the industry standards for my position.

I would appreciate the opportunity to discuss this matter further and explore how my compensation can better align with my performance and the value I bring to the team. Please let me know a convenient time for us to meet.

Thank you for considering my request. I look forward to our discussion.

Sincerely,

[Your Name]