

[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 compensation in light of my contributions to [Company's Name] over the past [duration].

Since joining the team as [Your Job Title] on [Your Start Date], I have taken on additional responsibilities, including [list specific achievements or projects]. I believe these contributions have positively impacted [mention any measurable outcomes, such as revenue growth, team efficiency, client satisfaction, etc.].

In conducting research on industry salary standards for similar positions and considering my experience and performance, I would like to discuss the possibility of a pay raise. I am confident that my efforts have significantly benefited the team and the company as a whole.

I would appreciate the opportunity to meet and discuss this matter further. Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Job Title]