

[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 my ongoing professional development since my last salary adjustment.

Over the past [duration], I have [briefly describe your accomplishments, responsibilities, or any additional duties you have taken on]. I believe these achievements have positively impacted our team and the company's overall performance.

With my [mention any relevant experience, certifications, or skills], I have successfully [provide specific examples of your contributions]. Given the market trends and compensation benchmarks for similar roles, I kindly request a salary adjustment that reflects my contributions and aligns with the industry standards.

I would appreciate the opportunity to discuss this matter further and am open to any feedback you might have. Thank you for considering my request.

Best regards,

[Your Name]  
[Your Job Title]