

[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 wanted to take a moment to express my appreciation for the opportunities I have had at [Company Name] and to discuss a matter that is important to me.

Over the past [duration of time you have been in your position], I have taken on additional responsibilities, including [list specific responsibilities or projects]. I believe these contributions have positively impacted our team's performance and the company as a whole. Through [specific metrics or achievements], I have demonstrated my commitment and value to [Company Name]. As I continue to grow in my role, I am keenly aware of the industry standards and have conducted research indicating that my current salary may not align with these benchmarks for similar positions.

Therefore, I would like to formally request a review of my current salary to better reflect my contributions, skills, and the market value for my role. I am confident that a compensation adjustment would not only motivate me further but also reinforce my commitment to [Company Name]. I would appreciate the opportunity to discuss this matter further at your earliest convenience. Thank you for considering my request.

Warm regards,

[Your Name]
[Your Job Title]