

[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] over the past [duration of employment].

Since joining the team as [Your Job Title], I have consistently strived to exceed expectations and drive results. Notable accomplishments include:

- [Specific Achievement 1: brief explanation]
- [Specific Achievement 2: brief explanation]
- [Specific Achievement 3: brief explanation]

In addition to these achievements, I have taken on additional responsibilities such as [List any extra responsibilities], which I believe demonstrate my commitment to our team's success.

Considering the industry standards and the value I bring to the team, I kindly request a salary adjustment to align my compensation with my contributions and the market rate for my position.

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

Sincerely,

[Your Name]
[Your Job Title]