

[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 salary in light of my contributions to our team and the responsibilities I have taken on since my initial hire.

Over the past [duration], I have successfully [briefly list specific accomplishments, projects, or responsibilities]. These contributions have not only enhanced our team's performance but have also aligned with the goals of our organization.

I have researched industry standards and found that [mention any relevant data or benchmarks]. Given my performance and dedication, I believe a salary adjustment would be appropriate.

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

Warm regards,

[Your Name]
[Your Position]