

[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. Over the past [duration of time], I have taken on additional responsibilities and made significant contributions to [specific projects, goals, or achievements].

During my time in my role, I have [mention specific accomplishments, skills acquired, or metrics achieved that demonstrate your value to the company]. I believe these contributions have positively impacted the team and the organization as a whole.

According to [market research, industry standards, or specific data], the average salary for my position is [insert average salary]. Based on my performance and the value I bring to the team, I would like to request a raise to [your desired salary or a percentage increase] to align my compensation with my contributions and industry standards.

I appreciate your consideration of my request and would welcome the opportunity to discuss this matter further. Thank you for taking the time to review my proposal.

Sincerely,

[Your Name]
[Your Job Title]