

[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. Over the past [duration], I have taken on additional responsibilities and contributed to [specific projects, achievements, or contributions].

Given my contributions and the current market rates for my role, I believe a salary enhancement is warranted. I would appreciate the opportunity to discuss this matter further at your earliest convenience. Thank you for your consideration.

Sincerely,  
[Your Name]