

[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], I have taken on additional responsibilities and contributed to [specific projects or achievements] that have positively impacted our team and the company. [Briefly highlight your accomplishments and any data that supports your request.]

Given my contributions and the current market rates for my role, I believe a salary adjustment would reflect my dedication and performance. I am excited to continue growing with the company and contributing to our goals.

I would appreciate the opportunity to discuss this matter further at your convenience. Thank you for considering my request.

Warm regards,

[Your Name]  
[Your Job Title]