

[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. I have greatly enjoyed my time working at [Company's Name] and am proud of the contributions I have made to our team.

In the past [duration since last raise or employment], I have taken on additional responsibilities and have achieved [specific accomplishments and contributions]. I believe these efforts have positively impacted [outcomes related to your work or the team/company].

Considering the increased value I have brought to the company and the current market rates for my position, I respectfully request a salary adjustment to better reflect my contributions and align with industry standards.

I appreciate your consideration of my request and would welcome the opportunity to discuss this further. Thank you for your support and understanding.

Sincerely,  
[Your Name]