

[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 and consideration for a promotion. Over the past [duration], I have taken on increased responsibilities and have successfully [mention any accomplishments, projects, or contributions]. I believe that my efforts have contributed positively to the team and the company. Given my [mention any relevant skills, certifications, or qualifications], I am confident that I can add even more value in a higher capacity.

I would appreciate the opportunity to discuss this matter further and explore potential pathways for my career development within [Company's Name]. Thank you for considering my request.

Sincerely,
[Your Name]