

[Your Name]

[Your Position]

[Department]

[Date]

[Manager's Name]

[Manager's Title]

[Company Name]

[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a review of my current salary for my position as [Your Position] within [Department].

Over the past [duration], I have taken on additional responsibilities/projects such as [briefly describe responsibilities or projects], which I believe have added significant value to our team and the company.

Additionally, I have [mention any relevant achievements or contributions, e.g., exceeding targets, improving processes, receiving positive feedback, etc.]. I have also researched our industry standards and found that the current salary for my role is [provide data or references], which suggests a need for adjustment.

I would appreciate the opportunity to discuss this matter further and explore the possibility of a salary increase that reflects my contributions and aligns with market standards.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Contact Information]