

[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. Since my start date on [Start Date], I have taken on additional responsibilities and contributed to [specific achievements or projects], which I believe have positively impacted our team and company.

Given my contributions and the market trends, I would like to discuss the possibility of a pay raise. I am confident that an adjustment would reflect my commitment and the value I bring to the team.

I would appreciate the opportunity to meet and discuss this matter at your earliest convenience.

Thank you for considering my request.

Sincerely,
[Your Name]