

[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 have consistently contributed to [specific achievements or projects].

I have thoroughly enjoyed working at [Company's Name] and am proud to be a part of such a dedicated team. Given my contributions and the market standards for my role, I believe a salary adjustment is warranted.

I would appreciate the opportunity to discuss this matter further and explore potential options. Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]