

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Manager's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. As we approach the annual salary review period, I would like to take the opportunity to discuss my performance and contributions to [Company Name] over the past year, and formally request a review of my current salary.

Over the last year, I have [briefly outline key accomplishments, responsibilities, and contributions]. For example, I have successfully [specific project or task], which resulted in [describe impact or outcome]. Additionally, I have taken on [mention any additional responsibilities or roles] and have continuously sought to enhance my skills through [professional development activities or training]. I have also made a significant impact on [specific goals or metrics relevant to your position], contributing to [explain how it benefited the team or company]. Based on feedback from [colleagues, clients, management], I believe my efforts align well with our team's objectives and the overall mission of the company.

Given my contributions and the industry standards for someone in my position, I would kindly like to request a salary review. I have researched the current market rate for my role, and I believe that an adjustment to my compensation would reflect both my contributions and my commitment to [Company Name].

I appreciate the opportunity to be part of [Company Name] and am eager to continue contributing to our success. I would be grateful if we could schedule a meeting to discuss my request further. Thank you for considering my proposal.

Sincerely,
[Your Name]
[Your Job Title]
[Your Department]