

[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. I have greatly enjoyed working at [Company's Name] and contributing to [specific projects/initiatives] over the past [duration of employment].

During my time at [Company's Name], I have taken on additional responsibilities, including [list specific achievements or roles], which have led to [describe positive outcomes for the company]. Given my contributions and the current market trends, I believe a salary adjustment is warranted.

I would appreciate the opportunity to discuss this matter further and explore how my role can continue to grow within the company. Thank you for considering my request.

Sincerely,
[Your Name]