

[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 enjoyed being a part of [Company's Name] and contributing to [specific projects or responsibilities] over the past [length of time].

During my time in this role, I have [list specific accomplishments, additional responsibilities, or skills acquired]. I believe these contributions have added significant value to our team and the organization as a whole.

Based on my research of industry salary standards and my contributions to the team, I feel that an increase in my salary would be justified. I would greatly appreciate the opportunity to discuss a potential salary adjustment of [specific amount or percentage].

Thank you for considering my request. I look forward to discussing this further at your convenience.

Sincerely,
[Your Name]