

[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 joining [Company's Name] on [start date], I have taken on additional responsibilities, including [mention specific tasks or projects], and have consistently contributed to [mention achievements or outcomes]. I am proud of the work I have done and my dedication to the team and company goals.

In light of my contributions and the growing demands of my role, I would like to discuss the possibility of a salary increase. Based on industry standards and my performance, I believe an adjustment would be appropriate.

I would appreciate the opportunity to discuss this matter further. Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]
[Your Job Title]