

[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 due to [briefly state the reason, e.g., increased responsibilities, performance, market comparisons, etc.]. Since joining [Company's Name], I have [mention key achievements, contributions, and any additional responsibilities taken on]. This experience has allowed me to [explain how you have contributed to the team's success or the company's goals].

In conducting research on the compensation for my role within our industry, I have found that the average salary for similar positions is [provide data or sources]. Given my contributions and the current market standards, I believe a salary adjustment is justified.

I would appreciate the opportunity to discuss this further and explore how my contributions can be recognized appropriately. Thank you for considering my request.

Sincerely,
[Your Name]
[Your Job Title]