

[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 in light of my contributions to [Company's Name] over the past six months.

Since [specific date or event], I have taken on additional responsibilities, including [list specific tasks or projects], which have positively impacted our team and the company's objectives. I believe my contributions have demonstrated my commitment to our goals and have added significant value to our operations.

In light of the increased responsibilities and my ongoing contributions, I would like to discuss the possibility of a mid-year salary increase. I have researched industry standards and believe that an adjustment would reflect my growth and dedication to the team.

I would greatly appreciate the opportunity to discuss this matter with you further. Thank you for considering my request.

Best regards,

[Your Name]  
[Your Job Title]