

[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] in [Your Start Date], I have taken on additional responsibilities and have contributed to [specific projects or achievements] that align with the company's goals.

In light of my contributions and industry benchmarks, I believe a salary increase is warranted. According to my research, the average salary for my position in our industry is [insert relevant salary data].

I am committed to [Company's Name] and excited about continuing to add value to our team. I would appreciate the opportunity to discuss this matter in further detail at your earliest convenience.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Job Title]