

[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 increasing responsibilities and contributed to [specific projects, achievements, or goals that highlight your value]. During my time here, I have successfully [list specific accomplishments or contributions], which I believe demonstrate my commitment to the team and the company's objectives. Given my dedication and the positive impact of my work, I would like to discuss the possibility of a salary increase. I have researched the current market rates for my position and the average salary for [your job title] in our industry, which indicates a disparity between my current salary and the market standards. I believe that an adjustment would not only reflect my contributions but also align with the company's goals of retaining top talent.

I appreciate your consideration of my request and would be happy to discuss this matter further at your earliest convenience. Thank you for your time and support.

Sincerely,
[Your Name]
[Your Job Title]