

[Your Name]  
[Your Job Title]  
[Department]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Manager's Job Title]  
[Company Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a review of my current salary.

Over the past [duration], I have taken on additional responsibilities and contributed to several key projects including [mention specific projects or contributions]. These efforts have resulted in [describe positive outcomes, such as increased revenue, improved processes, etc.].

Given my increased contributions and the industry standards for my role, I believe it is appropriate to discuss a potential salary adjustment. I am committed to continuing my personal and professional growth within our team and the company.

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

Sincerely,

[Your Name]