

[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. Given my contributions to [specific projects or achievements], I believe that a salary adjustment is warranted.

I have taken on additional responsibilities, including [mention any additional responsibilities], and my performance has consistently met or exceeded expectations. I am committed to continuing my professional growth within [Company's Name] and contributing to our team's success.

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

Sincerely,

[Your Name]  
[Your Job Title]