

[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 additional responsibilities and contributed to several key projects, including [mention specific projects or achievements].

Given my commitment and performance, I believe a salary adjustment is warranted. I have also researched industry standards and found that my current compensation is below the average for similar positions.

I appreciate your consideration of my request. I am looking forward to discussing this matter further.

Thank you for your time and support.

Sincerely,

[Your Name]
[Your Job Title]